



CONTRA COSTA COUNTY

AGENDA

Workforce Development Board

Wednesday, October 8, 2025

11:30 AM

4071 Port Chicago Hwy., #250
Conference Room A, Concord
Zoom Meeting ID: 824 1690 5217
Passcode: 537553

Zoom:
[https://us06web.zoom.us/j/82416905217?
pwd=2C1ctjQuoE4ob3DmE88FRdCSRb
78wB.1](https://us06web.zoom.us/j/82416905217?pwd=2C1ctjQuoE4ob3DmE88FRdCSRb78wB.1)

Executive Committee

11:30 WELCOME AND CALL TO ORDER
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT

11:40 EXECUTIVE DIRECTOR REPORT
CHAIR'S REPORT
COMMITTEE CHAIR REPORTS

11:50 CONSENT AGENDA

C1 - Approve Minutes from August 13, 2025 Executive Committee Meeting

[25-4223](#)

Attachments: [C1 - Executive Committee Meeting Minutes 08.13.2025](#)

C2 - Accept WDBCCC Annual Report Draft

[25-4224](#)

Attachments: [C2 - WDBCCC Annual Report](#)

C3 - Approve Board Application

[25-4225](#)

Attachments: [C3 - Appointment to the Board](#)

12:00 ACTION ITEMS

A1 - Approve Triennial Sunset Review of Appointed Boards, Committees, and Commissions – Phase III [25-4226](#)

Attachments: [A1 - Approval of Triennial Sunset Review of Appointed Boards, Committees, & Commissions Phase III](#)

A2 - Approve the Release of RFP for AJCC Service Providers [25-4227](#)

Attachments: [A2 - Release RFP for AJCC Career Services](#)

12:15 DISCUSSION ITEM

D1 - Business & Economic Development Committee 2026 Priorities [25-4228](#)

Attachments: [D1 - Business & Economic Development Committee 2026 Priorities](#)

12:45 INFORMATIONAL ITEMS

I1 - Extreme Heat and Community Resilience Program Grant [25-4229](#)

Attachments: [I1 - EHCRP Grant](#)

I2 - 2026 WDB Board Committee Meeting Calendar Draft [25-4230](#)

Attachments: [I2 - 2026 WDB Board Committee Meeting Calendar](#)

12:55 Next Agenda Item(s)

1:00 ADJOURN

UPCOMING COMMITTEE MEETINGS: Subject to change if needed

Full Board: Tuesday, November 4, 2025

Youth Committee Meeting: Wednesday, November 19, 2025

Executive Committee Meeting: Wednesday, January 14, 2026

BED Committee Meeting: TBD

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 Board 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 Workforce Development Board at 925-655-3800.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

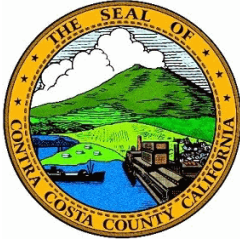
File #: 25-4223

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: Approve Minutes from August 13, 2025 Executive Committee Meeting



CONTRA COSTA COUNTY

C1

Committee Meeting Minutes

Workforce Development Board

Wednesday, August 13, 2025

3:00 PM

4071 Port Chicago Hwy., #250

Conference Room A, Concord

Zoom Meeting ID: 813 3440 1999 Passcode:

249186

Zoom: [https://us06web.zoom.us/j/81334401999?](https://us06web.zoom.us/j/81334401999?pwd=jq7aSHc7iFFVICu8KbW8EZA5WEMDp)

pwd=jq7aSHc7iFFVICu8KbW8EZA5WEMDp

3.1

Executive Committee

3:00 WELCOME AND CALL TO ORDER
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT

Tamia Brown, Executive Director called the meeting to order at 3:05 pm
No one requested to speak during public comment.

Present: Nichol Carranza, Michael McGill, and Joshua Anijar

3:10 EXECUTIVE DIRECTOR REPORT
CHAIR'S REPORT
COMMITTEE CHAIR REPORTS

3:20 CONSENT AGENDA

C1 - APPROVE Minutes from April 9, 2025 Executive Committee

Motion/Second: Michael McGill/Joshua Anijar

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

3:25 ACTION ITEMS

A1 - APPROVE FY 2025/26 WDB Revised Budget

The committee approved the FY 2025/26 WDB Revised Budget as presented.

Motion/Second: Michael McGill/Nichol Carranza

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

A2 - APPROVE Selection of WIOA Youth Services Provider

The committee approved:

- 1) The selection of an additional Workforce Innovation & Opportunity Act (WIOA) Youth Service Provider
- 2) Issuance of award letters to the International Rescue Committee (IRC)
- 3) The Workforce Development Board of Contra Costa County (WDBCCC) to enter contract negotiations with the awarded organization in a cumulative amount not to exceed \$199,000.

Motion/Second: Nichol Carranza/Michael McGill

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

A3 - APPROVE Updated Memorandum of Understanding with AJCC Mandated Partners

The committee approved and authorized the Workforce Board Chair, or designee, to execute a Memorandum of Understanding with all mandated partners of the American Job Center of America (AJCC) pending final changes to the embedded infrastructure Funding Agreement.

Motion/Second: Michael McGill/Nichol Carranza

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

A4 - APPROVE Board Applications

The committee recommend for appointment to the WDBCCC:

Tim Sbranti appointment to fill Labor Seat #3

Doug Jones appointment to fill Labor Seat #4

Motion/Second: Joshua Anijar/Michael McGill

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar
NAYS: None
ABSENT: Terry Curley
ABSTAIN: None

A5 - APPROVAL Allocation to create and register a Pre-Apprenticeship Program

The committee approves the allocation of \$200,000 in WIOA Adult/Dislocated Worker funding to establish and register a pre-apprenticeship program.

This program will serve as a pathway for participants in the EMT program to transition into the Paramedics 4 Equity (P4E) apprenticeship. Additionally, amend and extend the existing contract with the Contra Costa Economic Partnership (CCEP) for Health Initiative Program Management by adding \$200,000 in funding. The revised contract term will be from October 1, 2025 through September 30, 2026.

Motion/Second: Nichol Carranza/Joshua Anijar
Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar
NAYS: None
ABSENT: Terry Curley
ABSTAIN: None

4:25 INFORMATIONAL

I.1 WIOA Adult Programs Year End Report

I.2 Measure X Year End Performance Status Report

I.3 Business Services Annual Report FY 2024-2025

I.4 CCWorks Annual Report FY 2024-2025

I.5 Health Initiative Annual Report FY 2024-2025

I.6 WIOA Youth Program Annual Report FY 2024-2025

I.7 Marine Trades Skills Training and Waterfront Transportation Careers Annual Report

4:45 NEXT AGENDA ITEM(S)

5:00 ADJOURN

The meeting was adjourned at 3:55 p.m.

UPCOMING COMMITTEE MEETINGS:

Subject to change if needed

Youth Committee Meeting: Wednesday, August 20, 2025

Executive Committee Meeting: Wednesday, October 8, 2025

Full Board: Tuesday, November 4, 2025

BED Committee Meeting: TBD

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 Workforce Development Board at 925-655-3800.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4224

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: Accept WDBCCC Annual Report Draft

DATE: October 8, 2025
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Accept WDBCCC Annual Report Draft**

RECOMMENDATION

That the Executive Committee accept the WDBCCC Board Annual Report Draft.

BACKGROUND AND CURRENT SITUATION

One of the goals for the work plan is to create and present to the Board of Supervisors an Annual Report. WDB staff, board members, and partners have been working on the development of the report.

The report is designed to give community, business and workforce/economic development leaders an overview of the work completed and underway as well as the results achieved by the WDB. Additionally, we believe that it will deepen the understanding of workforce development. We hope that the report will also allow our own members and staff to feel accomplished and proud of the work we do.

ATTACHMENT

C2a [WDBCCC Annual Report 2024-2025 - DRAFT](#)

For any questions, please contact Tamia Brown, Executive Director at 925-655-3808 or email tbrown1@ehsd.cccounty.us

Workforce Development Board of Contra Costa County

Annual Report 2024–2025

Building Pathways to Opportunity for Contra Costa County Residents and Employers.

Who We Are & What We Do

The Workforce Development Board of Contra Costa County (WDBCCC) serves as the strategic backbone of the county's workforce system. Unlike direct service providers, WDBCCC's role is to convene, coordinate, and align the resources of employers, educational institutions, labor organizations, community-based nonprofits, and government agencies. This collaborative model ensures that services are efficient, accessible, and tailored to the needs of both job seekers and businesses.

Our Board is business-led, with 25 appointed members representing a wide range of industries and community sectors. This leadership structure ensures that the voice of employers is central to every decision, while also balancing the perspectives of education, labor, and community organizations. The result is a workforce system that not only helps residents secure employment but also strengthens the economic competitiveness of Contra Costa County.

Board Composition & Governance

The Workforce Development Board of Contra Costa County (WDBCCC) is a 25-member, business-led board appointed by the Contra Costa County Board of Supervisors. Members represent business, workforce, education, labor, and public agencies. This structure ensures that the Board reflects the county's economic landscape and that workforce strategies are shaped by a diverse range of perspectives.

Board Seats

- Business – 13 seats (3 currently vacant)
- Workforce/Labor – 5 seats (1 vacant)
- Education & Training – 5 seats
- Flex – 2 seats

Industry Representation

Board members bring expertise from across Contra Costa County's priority industries:

- Healthcare – 20%

- Education & Training – 15%
- Manufacturing – 10%
- Construction & Skilled Trades – 12%
- Information Technology – 8%
- Public Sector & Government – 10%
- Business Services – 15%
- Labor & Workforce Development – 10%

Standing Committees

- Executive Committee – Provides oversight, system alignment, and continuous improvement.
- Business & Economic Development (BED) Committee – Focuses on meeting workforce needs of high-demand sectors.
- Youth Committee – Works to increase the number of young adults, especially those from low-income and at-risk backgrounds, who are prepared for post-secondary training, education, and careers.

Governance in Action

Board members serve as ambassadors of workforce innovation, ensuring WDBCCC programs are responsive to industry needs and community priorities. By leveraging their expertise and connections, Board members strengthen the county's workforce system and help create sustainable career pathways for residents.

Client Services

Every year, thousands of residents turn to WDBCCC's network of America's Job Centers of California (AJCCs) for support. These centers serve as one-stop hubs where individuals can access career coaching, job readiness workshops, training opportunities, and wraparound supports that remove barriers to work. For some, the journey begins with a résumé critique or mock interview. For others, it means enrolling in a certified training program, securing supportive services like transportation or childcare, and eventually being placed in a job with a local employer.

What makes Client Services powerful is the continuum of support. Clients move from initial intake and assessment to tailored career planning and hands-on experiences like paid internships or on-the-job training. Even after participants are placed in jobs, WDBCCC and its partners follow up for at least a year, helping ensure that employment is not only gained but retained. By combining access to technology, individualized coaching, and practical work experiences, Client Services empowers people to achieve self-sufficiency and long-term career success.

Client Services – WIOA Core Programs

Adult Program

The WIOA Adult Program serves individuals 18 years and older who need support in preparing for and securing employment. Many participants are low-income, long-term unemployed, or face barriers such as limited English proficiency, homelessness, or lack of formal credentials. Services include career assessments, individualized career plans, job search assistance, and access to training through Individual Training Accounts (ITAs) in priority sectors like healthcare, construction, IT, and logistics.

The Adult Program consistently exceeds performance benchmarks for employment placement and retention. Over the past five program years, participants exiting due to employment not only secured jobs but maintained them for at least one year. This long-term stability demonstrates the program's success in preparing workers for sustainable careers.

Dislocated Worker Program

The Dislocated Worker Program helps residents who lose jobs through no fault of their own — whether due to layoffs, business closures, foreign competition, or industry transitions. The program emphasizes rapid re-employment, retraining in growth sectors, and income replacement to minimize financial hardship. Participants receive career counseling, supportive services (transportation, childcare, tools, certifications), and access to on-the-job training (OJT) opportunities with local employers.

In recent years, the program has consistently outperformed federal expectations. While the pandemic created challenges in Program Year 2021–22, Contra Costa's Dislocated Worker Program rebounded strongly in 2022–23, exceeding placement goals by over 21%. This resilience highlights the Board's ability to adapt services to meet changing economic conditions.

Youth & Young Adult Services

The WIOA Youth Program supports young people ages 16–24, focusing on those with significant barriers to employment — including foster youth, justice-involved youth, those experiencing homelessness, and youth with disabilities. Services are comprehensive: tutoring, mentoring, leadership development, financial literacy, and paid work experience. Youth also gain access to industry-recognized credential programs and postsecondary education pathways.

In PY 2024–25, the Youth Program served 192 participants. Outcomes included:

- 110 paid work experiences completed with local employers.
- 27 industry-recognized credentials earned.
- 63 youth placed in postsecondary education or employment after exit.

By combining academic support with real-world work experience, the Youth Program equips young people not just to find jobs, but to launch long-term career pathways in high-demand industries such as healthcare, IT, and the skilled trades.

Why It Matters

Together, the Adult, Dislocated Worker, and Youth programs are the backbone of Contra Costa County's workforce system. They ensure residents at every stage of life — whether just entering the workforce, transitioning mid-career, or recovering from job loss — have access to the tools and resources they need to succeed. By exceeding performance targets and building pathways into sustainable industries, these programs strengthen families, stabilize communities, and drive long-term economic growth across the county.

Business Services

Employers are a cornerstone of the WDBCCC mission. Through Business Services, WDBCCC supports companies in recruiting talent, customizing training, and planning for long-term workforce needs. Local businesses benefit from access to job postings, recruitment fairs, and on-the-job training incentives that reduce hiring costs. In turn, these employers provide real-world opportunities for Contra Costa residents.

A critical component of Business Services is Rapid Response to WARN notices. When businesses announce layoffs, WDBCCC mobilizes immediately to deliver orientations, connect workers to unemployment benefits, and enroll them in retraining or job search programs. In FY 2024–25 alone, nearly 2,000 workers were supported after WARN notices. These services soften the impact of layoffs for both employers and employees, helping workers transition quickly while stabilizing the local economy.

Collaborative & Regional Partnerships

WDBCCC recognizes that workforce development is not done in isolation. Locally, partnerships with organizations like Rubicon Programs, Contra Costa College, and Pittsburg Power expand the reach of services and ensure that residents have access to a variety of pathways. These partnerships also allow for wraparound supports — linking workforce services with housing, healthcare, and probation departments to address the complex needs of job seekers.

Regionally, WDBCCC plays a leading role in EASTBAY Works, a coalition of workforce boards across Alameda, Oakland, Richmond, and Contra Costa. Through this collaboration, the Board supports shared initiatives in healthcare, advanced manufacturing, and clean energy. Projects like the Civil Engineering Degree Apprenticeship Pathway and the Displaced Oil & Gas Worker Fund would not be possible without regional alignment, which allows Contra Costa residents to access opportunities that span county borders.

Regional & State Alignment

California State Plan Alignment

The Workforce Development Board of Contra Costa County (WDBCCC) aligns its strategies with the California 2024–2027 Unified Strategic Workforce Development Plan, ensuring that local services connect to broader state goals. Key areas of alignment include:

- 50% Training Investment: Preparing for WIOA changes requiring half of Adult & Dislocated Worker funding to go toward training.
- Equitable Access & Job Quality: Supporting underrepresented populations and promoting quality jobs that provide family-sustaining wages.
- Industry Partnerships: Expanding High Road Training Partnerships (HRTPs) in healthcare, clean energy, and infrastructure.
- Green Economy Transition: Supporting Just Transition goals by helping oil & gas workers reskill into sustainable industries.

Regional Partnerships – EASTBAY Works

As part of EASTBAY Works, WDBCCC collaborates with the workforce boards of Alameda County, Oakland, and Richmond. Together, the consortium provides seamless access to training, employment services, and employer engagement across the region. Regional coordination ensures that:

- Employers can access a broad pipeline of skilled talent.
- Job seekers can use any AJCC across the East Bay.
- Industry-driven solutions address labor market demands at scale.

Key regional initiatives include:

- Bay Area Healthcare Workforce Partnership – advancing training pipelines for healthcare professionals.
- AM Bay Area (Association of Manufacturers) – expanding manufacturing pathways and employer engagement.
- Regional Equity & Recovery Partnerships (RERP) – aligning strategies to serve vulnerable populations during economic transitions.
- Workforce Accelerator Fund (WAF 11 – Maritime) – piloting accelerated training in marine trades with Alameda WDB.

State & Federal Grant Integration

WDBCCC has secured competitive grants that align local strategies with state and federal initiatives:

- Civil Engineering Degree Apprenticeship Pathway (CEDAP) – aligned with California’s infrastructure and clean energy priorities, serving underrepresented students in engineering.
- Displaced Oil & Gas Worker Fund (DOGWF) – advancing California’s Just Transition and energy transition plans.
- DOL Building Pathways to Infrastructure Jobs Grant – supporting workforce pipelines into federally funded infrastructure projects.

Why Regional & State Alignment Matters

By aligning with state priorities and working regionally across the East Bay, WDBCCC ensures that Contra Costa County residents benefit from large-scale investments while employers gain access to well-trained, diverse talent. This alignment strengthens the county's role in the Bay Area economy, ensures compliance with WIOA, and positions Contra Costa to capture future state and federal funding.

Outreach & Marketing Impact

Reaching Contra Costa County's diverse community requires a multi-channel outreach strategy. In PY 2024–25, WDBCCC expanded its presence across digital, print, and community platforms to ensure that residents and businesses alike were aware of available programs, events, and opportunities.

Social Media Engagement

- 48,820 impressions
- 2,868 engagements
- 1,536 link clicks
- 372 post shares
- Audience growth of 180+ new followers across Facebook, LinkedIn, and Instagram

Digital & Traditional Media

- Programmatic digital ads reached more than 210,000 residents beyond social media channels
- Targeted e-blasts delivered to 25,000+ job seekers and community members
- Print ads in major Contra Costa newspapers to reach residents without reliable internet access
- Digital and traditional radio campaigns to engage commuters and working families
- Postcards mailed to over 2,500 job seekers and recent graduates
- Billboard and magazine placements for broad visibility
- Video reels highlighting employer partnerships and job fair success stories

Community Outreach & Events

Beyond media, WDBCCC staff participated in 30+ community and business events, including Chamber of Commerce State of the City addresses, East Bay EDA forums, and AM Bay Area summits. These in-person engagements reinforced WDBCCC's visibility and built direct connections with employers, partners, and job seekers.

Why It Matters

Through a strong media mix and active community engagement, WDBCCC ensured its message reached residents across age groups, languages, and levels of technology access. This integrated outreach approach not only amplified awareness of services, but also

increased participation in job fairs, training programs, and youth initiatives — driving measurable impact in Contra Costa County.

DRAFT

Measure X – Childcare & Youth Services (QUEST)

Measure X represents a transformational investment in Contra Costa's children, families, and future workforce. Through the QUEST initiative, WDBCCC is implementing childcare supports such as vouchers for families, stipends for educators, and training for providers in inclusive practices. In just one year, 147 children were served, 122 educators received stipends, and more than 2,000 parents were reached through milestone outreach campaigns.

Youth services funded by Measure X expand the reach of WIOA programs, creating youth centers and specialized programs across districts. Services range from tutoring and academic support to arts, sports, leadership development, and green career exploration. Together, these investments ensure that families have access to reliable childcare and that youth are engaged in safe, productive, and career-connected activities. By supporting both the early childhood system and the next generation of workers, Measure X strengthens the foundation of Contra Costa's workforce for decades to come.

Measuring the Impact

The true value of workforce development can be measured not only in the number of people served, but also in the long-term outcomes achieved. WDBCCC has adopted a rigorous approach to tracking performance that considers participant success, taxpayer returns, and broader societal benefits.

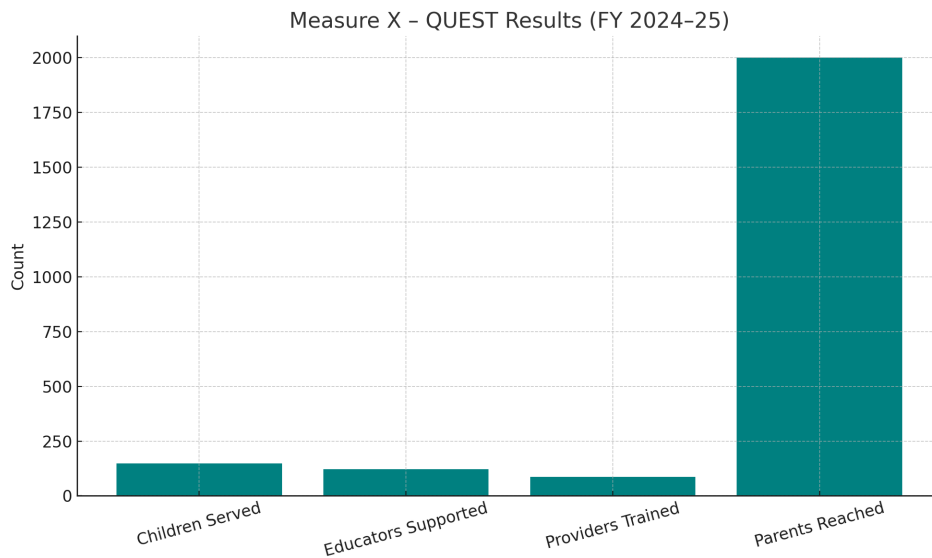
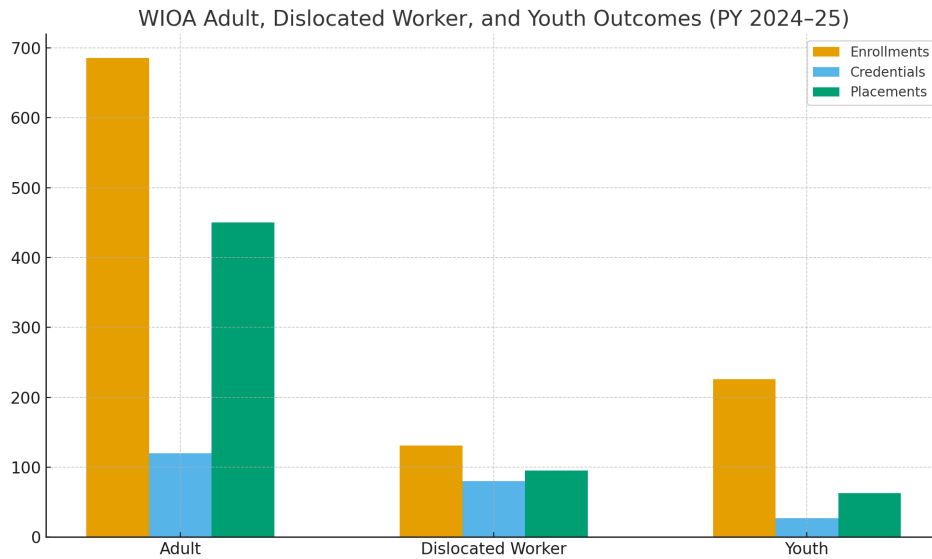
For participants, the return on investment is substantial. Every dollar spent on training and support services generates an average of \$49–\$247 in increased earnings. These gains allow individuals to secure stable housing, provide for their families, and contribute to the local economy. The impact ripples outward, building stronger communities.

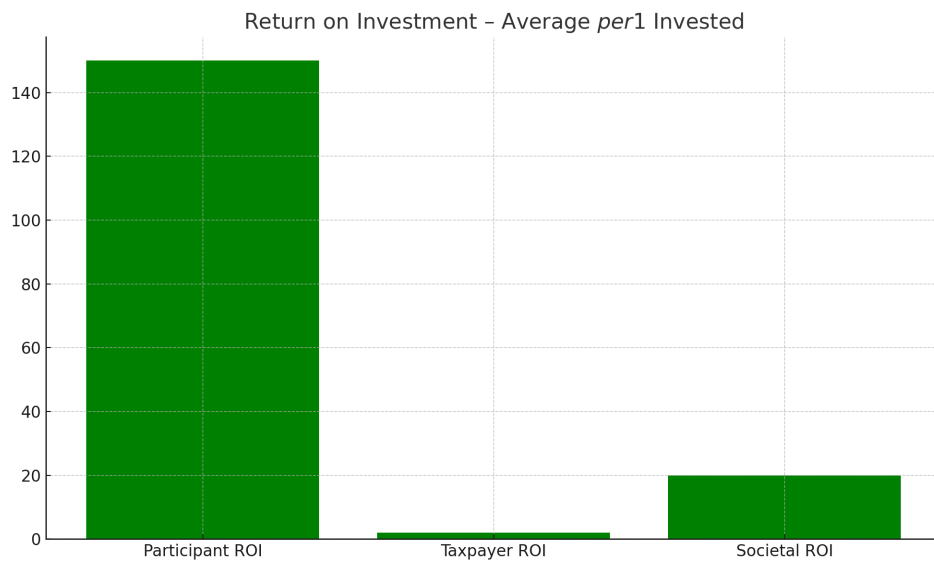
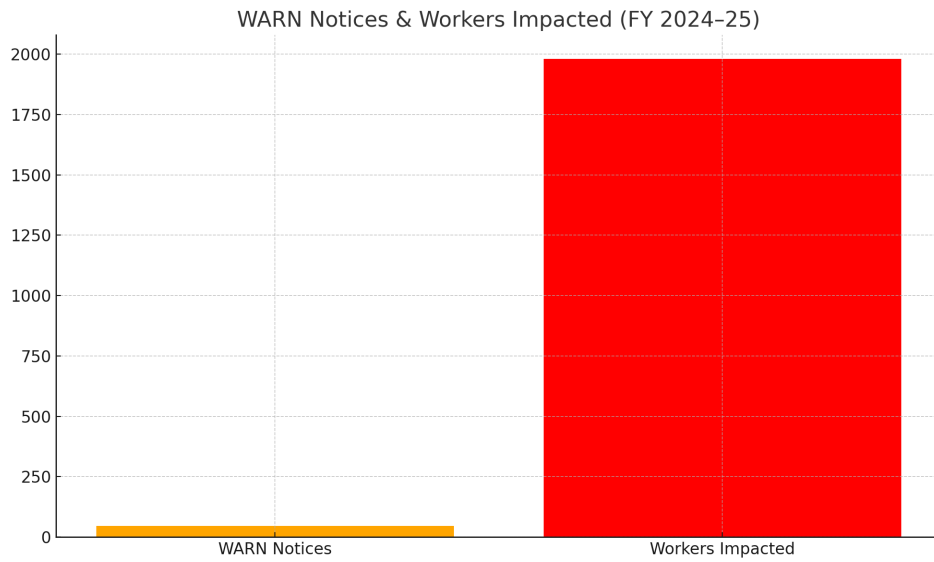
Taxpayers also see significant returns. With fewer residents relying on public assistance and more entering the tax base through sustainable employment, investments in workforce programs yield between \$0.35 and \$3.68 per dollar. In some industries, such as healthcare, the return is even greater — \$7.87 for every \$1 invested over five years. This means workforce funding not only supports individual success, but also reduces long-term public costs and strengthens the financial health of the county.

On a societal level, the returns are transformative. Programs like CCWORKS, AB109 County Pathways, and Tekperfect generate measurable gains in public safety, family stability, and community well-being. For every dollar invested, society benefits by an estimated \$6.32 to \$35.21, reflecting improved quality of life, reduced recidivism, and healthier communities. Together, these measures confirm that workforce development is one of the smartest investments Contra Costa County can make.

Program Dashboards & Infographics

The following dashboards highlight program outcomes for WIOA Adult, Dislocated Worker, Youth, Measure X, WARN Response, and Return on Investment (ROI). These visual summaries make program performance clear and accessible.





Looking Forward

As WDBCCC prepares for Program Year 2025–26, we stand at a pivotal moment. New federal requirements under WIOA will require that 50% of Adult and Dislocated Worker funds be invested in training, creating both challenges and opportunities. This change will push the Board to deepen partnerships with training providers, employers, and community-based organizations to ensure that participants receive high-quality, industry-aligned instruction.

The coming year will also see the expansion of innovative initiatives. The Civil Engineering Degree Apprenticeship Pathway will grow to serve more community college students, particularly women and underrepresented groups in engineering. The Displaced Oil & Gas Worker Fund will continue to retrain workers for green energy, advanced manufacturing, and construction careers, positioning Contra Costa County at the forefront of California's energy transition.

At the same time, WDBCCC will continue to expand Measure X-funded programs, including youth centers, childcare services, and food security initiatives. These investments address critical community needs while supporting workforce stability. Regionally, WDBCCC will play a leadership role in California Jobs First and EASTBAY Works, ensuring that Contra Costa remains aligned with Bay Area and state-level strategies.

The vision ahead is clear: a resilient, inclusive, and future-ready workforce that drives economic growth while ensuring every resident — regardless of background — has access to meaningful career opportunities. With strong partnerships and historic investments, WDBCCC is ready to meet the future head-on.

Meet Our Team

Behind every program, initiative, and partnership is a dedicated team working to strengthen Contra Costa County's workforce. The Workforce Development Board of Contra Costa County (WDBCCC) staff provide leadership, program management, and direct support to ensure that services are effective, accessible, and responsive to community needs.

Executive Leadership

- Tamia Brown – Executive Director
- Maureen Nelson – Administrator

Program Managers

- Verneda Clapp – Adult & Dislocated Worker Program Manager
- Noramah Burch – Youth Program Manager / Grant Manager
- LaTosha Stockholm – CCWORKS Program Manager
- Patricia Conley – Workforce Services Specialist / Grant Manager

- Jed Silver – Workforce Service Specialist / Grant Manager

Business Services

- Anisa Smith – Business Services Representative
- Charles Brown III – Business Services Representative
- Claire Michaels – Regional Manufacturing Careers Specialist

Regional & Strategic Roles

- Michael Katz – Regional Organizer
- Serena Moore – Programs/Projects Coordinator
- Yelena Miakinina – Programs/Projects Coordinator

Administrative & Support Staff

- Rochelle Soriano – Executive Assistant
- Christina Boothman – Administrative Services Analyst III
- Kenneth Austin – Administrative Services Analyst III
- Iyadunni (Dunni) Adeyemi – Senior Level Clerk
- Davon King – Experienced Level Clerk
- Marigem Acma – Experienced Level Clerk
- Lijia Lumsden – Administrative Aide
- Jon Rodriguez – Business Systems Analyst
- Jon Lawrence – Employment Placement Counselor
- Kasandra Knox – Employment Placement Counselor
- Michelle Graham – Employment Placement Counselor
- Rene Tucker – Employment Placement Counselor
- Veronica Ramos – Case Manager

How to Reach Us

WDB Main Line: 925-655-3800

Hotline/Bounce Back: 833-320-1919

Think Contra Costa: 833-453-9555

AJCC Front Desk: 925-671-4500/4502



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4225

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: Approve Board Application

DATE: October 8, 2025
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Recommend Re-Appointment to the Workforce Development Board**

RECOMMENDATION

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

Douglas Lezameta re-appointment to fill Business Seat # 5

BACKGROUND AND DISCUSSION

Local Board structure and size:

The Workforce Innovation and Opportunity Act (WIOA) of 2014 requires a business and industry majority and ensuring representation from labor and employment and training organizations. The WDB approved a Board of twenty-five (25) members. This option meets the WIOA requirements for the composition of the local board in the following enumerated categories:

Category – Representatives of Business (WIOA Section 107(b)(2)(A))

- (52%) representatives

Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))

- (20%) representatives

Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner-Peyser Representative
- One (1) Vocational Rehabilitation Representative

CURRENT SITUATION

With three Business seats, one Labor seat, and one Education and Training Vocational Rehabilitation seat vacant, the Workforce Development Board of Contra Costa County staff and board members will continue to strategically recruit key leaders to fill the positions.

SCHEDULE

Action on this item will result in the applicant's approval and final appointment by the Board of Supervisors.

ATTACHMENTS

C3a [WDBCCC BYLAWS](#)

C3b [Douglas Lezameta](#) application form

For any questions, please contact Tamia Brown, Executive Director at 925-655-3808 or email at tbrown1@ehsd.cccounty.us

Application Form

Profile

Douglas

First Name

R

Middle
Initial

Lezameta

Last Name

105 Carey Dr

Home Address

101

Suite or Apt

Concord

City

CA

State

94520

Postal Code

Mobile: (925) 658-8761

Primary Phone

douglaslezameta@icloud.com

Email Address

[District Locator Tool](#)**Resident of Supervisorial District:**☒ District 4Hispanic Chamber of
Commerce Contra Costa
County

Employer

President

Job Title

Length of Employment

5 years

Do you work in Contra Costa County?☒ Yes ☐ No**If Yes, in which District do you work?**

4

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

21 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

Douglas Lezameta

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?

Several

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Universidad Ricardo Palma

Degree Type / Course of Study / Major

Civil Engenieering

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

John Logie Baird

Degree Type / Course of Study / Major

Mass Communication

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

ESAN

Degree Type / Course of Study / Major

Business

Degree Awarded?

☒ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Entrepreneurship

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 would like to represent the Hispanic Community by serving in this board, I believe that I can be the bridge between the resources and plans available and bring it to our community in Contra Costa

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

Currently I am serving was a President of The Hispanic Chamber of Commerce of Contra Costa County and in priors years I served as a board member, I have a deep understating of what our Hispanic Community needs and how to reach out to them to deliver the information and help they need.

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:

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 the President of The Hispanic Chamber of Commerce and The Workforce Development Board of Contra Costa County is a member of our organization

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

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 COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4226

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: Approve Triennial Sunset Review of Appointed Boards, Committees, and Commissions - Phase III



DATE: October 8, 2025
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Triennial Sunset Review of Appointed Boards, Committees, and Commission Phase III**

RECOMMENDATION

That the Executive Committee approve the Draft WDBCCC Triennial Sunset Review of Appointed Boards, Committees, and Commissions – Phase III report as presented.

BACKGROUND

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the ongoing purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the Advisory Body Handbook. (The Handbook is available on the 'Board of Supervisors' page on the County website).

The review includes:

- An evaluation of the body's level of involvement in County programs relative to the duties and responsibilities defined in the establishing authority
- Action accomplished or complete on issues assigned to the body by the Board of Supervisors
- The justification for continuance
- Citation of the appropriate government codes mandating the body and its activities
- A recommendation from the staff of the body regarding revisions and statement of body's effectiveness
- A recommendation from the Department Head regarding continuance or deletion of body

CURRENT SITUATION

It is time again to submit an updated Triennial Sunset Review to the Clerk of the Board by December 1, 2025.

ATTACHMENTS

A1a [Triennial Sunset Review of Appointed Boards, Committees, & Commissions Phase III \(Program Years 2022,2023, & 2024\) - DRAFT](#)

For any questions, please contact Tamia Brown, Executive Director at 925-655-3808 or email at tbrown1@ehsd.cccounty.us

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase III

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase III of the Triennial Review will cover the years 2022, 2023, and 2024. Please complete all three parts of the attached survey, including [Part I: Questions](#),

Part II: Materials, and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Monday, December 1, 2025**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
 Attn: Lauren Hull, Senior Management Analyst
 1025 Escobar Street, 1st Floor
 Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

STAFFING & CONTACT INFORMATION

Name of Advisory or Independent Body: Workforce Development Board of Contra Costa County, 4071 Port Chicago Highway, Suite 200 Concord, CA 94520

Name of Person Completing the Triennial Review Survey: Tamia Brown, Executive Director

Chairperson Name: Terry Curley, WDBCCC Board Chair

Main Staff Person Name: Rochelle M. Soriano, Executive Assistant

Staff Agency/Department: Employment Human Services Department Workforce Development Board of Contra Costa County

Main Staff Telephone Number: 925-655-3808

Main Staff Email: tbrown1@ehsd.cccounty.us

Website (enter "N/A" if the body does not have a website): www.wdbccc.com

How many staff members provide support for this body? 21 WDB Staff

On average, how many total hours per week of staff support does this body utilize? 40 hours

MEMBERSHIP

1. **How many authorized, voting seats are on the body?** 25 Authorized Voting Seats
2. **How many authorized, voting seats are currently filled?** 15 Filled Authorized Seats
3. **How many members are up to date on all three training requirements (Brown Act, Ethics, and Implicit Bias)? A signed training certificate dated within two years is considered up to date.** 10
4. **Does the body have a sufficient number of members to achieve its mission?**
☒ Yes
☐ No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

[Click or tap here to enter text.](#)

5. Does the body have a sufficient composition of members/types of seats to achieve its mission?

☒ Yes

☐ No

If “No”, please indicate which seats you would modify and why.

Click or tap here to enter text.

6. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?

☒ Yes

☐ No

If “Yes”, please describe the membership challenges experienced.

The body has experienced high member turnover, which has impacted continuity and institutional knowledge. While efforts have been made to fill vacancies promptly, consistent retention has been challenge. This turnover has occasionally made it difficult to maintain quorum and has placed added pressure on remaining members. Recruitment strategies are being reviewed to improve stability and long-term engagement.

7. Are there special qualifications, requirements, or prerequisites for members to serve on the body?

☒ Yes

☐ No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

Yes. For business members, they must be individuals with optimal policy making or hiring authority on behalf of the entity he or she represents. They may be executives or employers that provide job opportunities in-demand industry sectors or that provide job opportunities that include high-quality, work relevant training in such sectors in our area. See Bylaws. Pp. 3-4, for detail on seat categories. Flex Seats must be filled by individuals having demonstrated experience or expertise in the field of workforce development, human resources, or training and development – or an individual whom the Local Board recognizes as having made valuable contributions in these areas. Members must either live or work in Contra Costa County.

WDB board membership composition and requirements are guided by WIOA Section 207 and 20 CFR Section 320.679. They are both important and necessary to ensure membership is relevant requirements have not limited recruitment.

MEETINGS

1. How many “full body” meetings were scheduled during the last 36 months?

PROGRAM YEAR 2024-2025

4 – Full Board

4 – Executive Committee

4 – Youth Committee

3 – Business & Economic Development Committee

PROGRAM YEAR 2023-2024

4 -Full Board

5- Executive Committee

5 – Youth Committee

5- Business & Economic Development Committee

PROGRAM YEAR 2022-2023

4 – Full Board

8 – Executive Committee

6 – Youth Committee

6 – Business & Economic Development Committee

PROGRAM YEAR 2021 -2022

4 – Full Board

8 – Executive Committee

6 – Youth Committee

6 – Business & Economic Development Committee

2. **How many “full body” meetings were cancelled during the last 36 months?** [Click or tap here to enter text.](#)

PROGRAM YEAR 2024-2025

1- Full Board

2- Youth Committee

2 – Business & Economic Development Committee

PROGRAM YEAR 2023-2024

1 – Full Board

2 – Executive Committee

3 – Business & Economic Development Committee

PROGRAM YEAR 2022-2023

1 – Full Board

1 - Executive Committee

1 – Business Economic & Development Committee

1 - Youth Committee

3. **How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?** [Click or tap here to enter text.](#)

PROGRAM YEAR 2024-2025

1- Full Board

2- Youth Committee

2 – Business & Economic Development Committee

PROGRAM YEAR 2023-2024

1 – Full Board

2 – Executive Committee

3 – Business & Economic Development Committee

PROGRAM YEAR 2022-2023

1 – Full Board

1 – Executive Committee

1 – Business Economic & Development Committee

1 – Youth Committee

4. **How many subcommittees does the body have and how frequently do they meet?**

Two subcommittees – Youth Committee and Business & Economic Development Committee. Each committee has a meeting four times per year, with one meeting in each quarter of the calendar or fiscal year.

5. **How many times did members attend meetings remotely for “just cause” in the past year?** None
6. **How many times did members attend meetings remotely for “emergency circumstances” in the past year?** None
7. **Aside from being in person, how can members of the public view meetings and provide public comment?**
 - ☐ N/A (i.e. attending in person is the only option)
 - ☒ Via both phone and an online platform
 - ☐ Via phone only
 - ☐ Via an online platform only

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. **How does the body engage stakeholders and the general public on issues and programs within the body’s area of responsibility?** Workforce Development Board members serve as ambassadors, engaging businesses, and members of the community; Staff to the Board are involved in a myriad of outreach efforts; examples are Workforce Integration Networks, Chamber of Commerce events, forums planned and hosted by ad hoc coalitions Board staff, education partners and community-based organizations. A period for public comment is included on the agenda of every public meeting: such comments are welcomed and encouraged.
2. **How are stakeholder and public input incorporated into the body’s mission and objectives?** The Workforce Development Board (WDB) seeks input and guidance through a transparent strategic planning process that incorporates stakeholder and public feedback, as well as findings from environmental scans, asset mapping projects, and other studies. These efforts help gather insights from communities directly impacted by the WDB’s work. Open community forums, along with a 30-day public period, are integral components of both the Regional and Local Planning processes.
The Local Board has established Standing Committees – including the Executive Committee, Youth Committee, and Business & Economic Development Committee - which provide information and support to the Board within their respective focus areas. To ensure diverse and relevant representation, and to prevent committees from becoming too insular, the Workforce Innovation and Opportunity Act (WIOA) requires that non-board members with subject matter expertise be appointed to Standing Committees. At the program operations level, customer comment cards are available at each of the America’s Job Center of California (AJCC) locations. Additionally, surveys of job seekers and businesses are conducted to gather input that helps inform and improve service delivery.
- **What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?** We utilize a variety of outreach methods to raise awareness of our work, meetings, and events. These include emails to individuals and distribution lists, postings on local and regional websites, physical postings at meeting locations in advance, and word-of-mouth promotion through staff, Board Members, and partners. We

also leverage articles in newspapers and newsletters, among other channels. These efforts have been highly effective in increasing visibility and engagement. As a result, we consistently see strong attendance at our meetings, job fairs, employer forums, public input sessions for strategic planning, county service fairs, community resource fairs, and focus groups on special topics. Our broad and active network plays a key role in spreading the word and engaging the public in meaningful ways.

- **How far in advance of the meeting date does the body post its agenda?** Calendar approvals begin in October for the upcoming year. A year-round meeting calendar is then distributed to the Board and posted on the Workforce Development Board website
- **Where are meeting notices (e.g., agendas & cancellation notices) posted? Please note all locations, both physical and electronic.** Meeting notices are posted at least 96 hours in advance, both directly outside the Workforce Development Board office at 4071 Port Chicago Highway, Suite 250, Concord, CA, and on the WDBCCC website.
- **How are meeting agendas currently created, as of the date of this survey?**
 - ☒ Legistar
 - ☒ Microsoft Word
 - ☐ Other Application (please specify): [Click or tap here to enter text.](#)

What information is regularly presented to the body's members to keep them informed of the body's performance? The WDB budget is regularly reviewed, and revisions are proposed as needed in response to changes in revenue, expenditures, new contracts, and other factors. Performance measures and outcomes—including contract performance—are presented quarterly at Full Board meetings and during key decision-making points throughout the year.

Core indicators for the Adult, Dislocated Worker, and Youth programs include:

1. The percentage of participants in unsubsidized employment after program completion
2. Median earnings
3. Credential or diploma attainment
4. Measurable skills gains
5. An upcoming indicator of effectiveness in serving employers

The Director's Report, presented routinely, includes updates on federal, state, and local legislation, as well as regional and local workforce priorities, trends, and accomplishments.

MISSION & PURPOSE

1. **Is this body or its activities mandated by state or federal law or regulations?**
 - ☒ Yes
 - ☐ No

If "Yes", please provide the citation to the applicable law. [WIOA-Section-107](#)
2. **What is the original purpose and responsibility of the body, as prescribed in its establishing documents?** Under WIOA (Workforce Innovation and Opportunity Act) Sec.107, the chief elected official appoints members of the local board based on specific

membership criteria outlined in the legislation and the regulations. One of the primary focuses of this body is to support system alignment, service integration, and continuous improvement by using data to drive evidence-based policymaking. Authorized local workforce boards, in partnership with local elected officials, embrace responsibility for planning and overseeing the local workforce system. This includes developing local plans, designating One-Stop operators, identifying providers of training services, monitoring system performance against established measures, negotiating local performance targets with the State Board and Governor, and assisting in the development of the labor market information system. The Workforce Development Board of Contra Costa County (WDBCCC), in partnership with the Contra Costa Board of Supervisors, has articulated a compelling vision for economic vitality in our county and region. Contra Costa's Workforce Development Board supports a network that fosters dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers ready to fill them.

3. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?

☐ Yes

☒ No

If "Yes", please describe these changes. [Click or tap here to enter text.](#)

4. Are the body's bylaws reflective of the body's current mission, purpose, and focus?

☒ Yes

☐ No

☐ N/A - body does not currently have bylaws

If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.

[Click or tap here to enter text.](#)

5. Do you recommend changes to the body's mission, purpose, or focus?

☐ Yes

☒ No

If "Yes", please explain the changes you would suggest and why.

[Click or tap here to enter text.](#)

6. What target population or priority communities are served by the body? The target populations served by this body include; English Language Learners, Homeless and Housing Insecure, Immigrants, Justice-involved individuals, People with Disabilities, Veterans, Residents of Disadvantaged Communities, Low Income Communities and Households, and Dislocated Workers. The America's Job Center of California (AJCC) sites provide job seekers with access to Basic Career Services, Individualized Career Services, and Training Services tailored to the local area.

Priority for individualized services is given to those with the greatest barriers to employment or highest need, including low-income individuals, formerly incarcerated persons, current and former foster youth, individuals with disabilities, English language learners, and those with low basic skills, among others. A comprehensive range of business services is also offered to support local businesses and industries, with a focus on priority sectors such as Advanced Manufacturing, Health and Life Sciences, Energy, Information and Communication

Technology, Construction, and Transportation & Logistics within the greater East Bay region.

7. List activities, services, programs, and/or special projects the body delivers to achieve its current mission. [Click or tap here to enter text.](#)

BUDGET

1. Does the body have an annual operating budget?

☒ Yes

☐ No

2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?

☐ Yes

☒ No

If “Yes”, please list the organization.

[Click or tap here to enter text.](#)

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

☐ Yes

☒ No

If “Yes”, please provide a description of the challenge or concern.

[Click or tap here to enter text.](#)

If “Yes”, please also list who is affected by this challenge or problem.

[Click or tap here to enter text.](#)

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

[Click or tap here to enter text.](#)

ACCOMPLISHMENTS & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission. [Click or tap here to enter text.](#)

INCREASED COLLABORATION AND PARTNERSHIPS

Regional Partnerships – EASTBAY Works

As part of EASTBAY Works, WDBCCC collaborates with the workforce boards of Alameda County, Oakland, and Richmond. Together, the consortium provides seamless access to training, employment services, and employer engagement across the region. Regional coordination ensures that:

- Employers can access a broad pipeline of skilled talent.

- Job seekers can use any AJCC across the East Bay.
- Industry-driven solutions address labor market demands at scale.

Key regional initiatives include:

- Bay Area Healthcare Workforce Partnership – advancing training pipelines for healthcare professionals.
- AM Bay Area (Association of Manufacturers) – expanding manufacturing pathways and employer engagement.
- Regional Equity & Recovery Partnerships (RERP) – aligning strategies to serve vulnerable populations during economic transitions.
- Workforce Accelerator Fund (WAF 11 – Maritime) – piloting accelerated training in marine trades with Alameda WDB.

INNOVATIVE EFFORTS FUNDED WHILE ESTABLISHED EFFORTS RECEIVED ADDITIONAL FUNDING:

State & Federal Grant Integration

WDBCCC has secured competitive grants that align local strategies with state and federal initiatives:

- Civil Engineering Degree Apprenticeship Pathway (CEDAP) – aligned with California’s infrastructure and clean energy priorities, serving underrepresented students in engineering.
- Displaced Oil & Gas Worker Fund (DOGWF) – advancing California’s Just Transition and energy transition plans.
- DOL Building Pathways to Infrastructure Jobs Grant – supporting workforce pipelines into federally funded infrastructure projects.

Measure X – Childcare & Youth Services (QUEST)

Measure X represents a transformational investment in Contra Costa’s children, families, and future workforce. Through the QUEST initiative, WDBCCC is implementing childcare supports such as vouchers for families, stipends for educators, and training for providers in inclusive practices. In just one year, 147 children were served, 122 educators received stipends, and more than 2,000 parents were reached through milestone outreach campaigns.

Youth services funded by Measure X expand the reach of WIOA programs, creating youth centers and specialized programs across districts. Services range from tutoring and academic support to arts, sports, leadership development, and green career exploration. Together, these investments ensure that families have access to reliable childcare and that youth are engaged in safe, productive, and career-connected activities. By supporting both the early childhood system and the next generation of workers, Measure X strengthens the foundation of Contra Costa’s workforce for decades to come.

CLIENT SERVICES – WIOA CORE PROGRAMS

Adult Program

The Adult Program consistently exceeds performance benchmarks for employment placement and retention. Over the past five program years, participants exiting due to employment not only secured jobs but maintained them for at least one year. This long-term stability demonstrates the program’s success in preparing workers for sustainable careers.

Dislocated Worker Program

The program has consistently outperformed federal expectations. While the pandemic created challenges in Program Year 2021–22, Contra Costa’s Dislocated Worker Program rebounded strongly in 2022–23,

exceeding placement goals by over 21%. This resilience highlights the Board's ability to adapt services to meet changing economic conditions.

Youth & Young Adult Services

In PY 2024–25, the Youth Program served 192 participants. Outcomes included:

- 110 paid work experiences completed with local employers.
- 27 industry-recognized credentials earned.
- 63 youth placed in postsecondary education or employment after exit.

By combining academic support with real-world work experience, the Youth Program equips young people not just to find jobs, but to launch long-term career pathways in high-demand industries such as healthcare, IT, and the skilled trades.

BUSINESS SERVICES

A critical component of Business Services is Rapid Response to WARN notices. When businesses announce layoffs, WDBCCC mobilizes immediately to deliver orientations, connect workers to unemployment benefits, and enroll them in retraining or job search programs. In FY 2024–25 alone, nearly 2,000 workers were supported after WARN notices. These services soften the impact of layoffs for both employers and employees, helping workers transition quickly while stabilizing the local economy.

Social Media Engagement

- 48,820 impressions
- 2,868 engagements
- 1,536 link clicks
- 372 post shares
- Audience growth of 180+ new followers across Facebook, LinkedIn, and Instagram

Digital & Traditional Media

- Programmatic digital ads reached more than 210,000 residents beyond social media channels
- Targeted e-blasts delivered to 25,000+ job seekers and community members
- Print ads in major Contra Costa newspapers to reach residents without reliable internet access
- Digital and traditional radio campaigns to engage commuters and working families
- Postcards mailed to over 2,500 job seekers and recent graduates
- Billboard and magazine placements for broad visibility
- Video reels highlighting employer partnerships and job fair success stories

Community Outreach & Events

Beyond media, WDBCCC staff participated in 30+ community and business events, including Chamber of Commerce State of the City addresses, East Bay EDA forums, and AM Bay Area summits. These in-person engagements reinforced WDBCCC's visibility and built direct connections with employers, partners, and job seekers.

- 2. Describe any effects the body has had on the target population or community.** Job seekers received Department of Labor-funded career/employment services and individualized career services and/or training services to secure employment through the AJCC. Building on the intent of the new legislation to focus services on low-income job seekers and those with barriers to employment, the WDBCC's Priority of Service policy requires a minimum of 51% of participants receiving individualized Career Services and/or training services be in one or more of the Priority Target populations:

1. Veterans & eligible spouses who are ALSO low-income OR basic skills deficient

2. Public Assistance recipients OR other low-income OR basic skills deficient
3. Veterans and eligible spouses who are not included in WIOA's priority groups
4. Locally defined target populations
 - a) Individuals with Disabilities and/or
 - b) Returning Citizens (Re-entry)

- 3. Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. [Click or tap here to enter text.](#)

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the most recent past 5 meetings:
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC Agendas PY 2023-2022](#)
- Minutes (or records of action) from the most recent past 5 meetings:
 - ☒ Attached; *or*
 - ☒ Link : [WDBCCC MINUTES PY 2023-2022](#)
- Bylaws currently in effect:
 - ☐ This body does not have bylaws; *or*
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC WIOA Bylaws - CCapprovedFinal6.12.17](#)
- Annual Reports for years 2021, 2022, and 2023 if available, as submitted to the Board of Supervisors:
 - ☐ There are no annual reports for the years 2020-2022; *or*
 - ☒ Attached; *or*
 - ☒ Link: [WDB Annual Report PY 2020-2021](#)
[WDB Annual Report PY 2021-2022](#)
[WDC Annual Report PY 2023-2024](#)

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase III survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: Terry Curley

Signature of Chairperson: _____

Date: _____

Name of Board, Committee, or Commission (body) Staff Person: Tamia Brown, Executive Director

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Senior Management Analyst for the Clerk of the Board

Lauren.Hull@cob.cccounty.us

(925) 655-2007

Thank you for your time and cooperation!



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-4227

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: Approve the Release of RFP for AJCC Service Providers

DATE: October 8, 2025
TO: Executive Committee
FROM: Vee Clapp, WIOA Adult/Dislocated Worker Program Manager
RE: **Approve the development and release of an RFP for America Job Center of California (AJCC) Operation and Delivery of Workforce Innovation Opportunity Act (WIOA) Career Services**

RECOMMENDATION

That the Executive Committee approves the development and release of an RFP for up to \$1,400,000 of WIOA funds for the operation and career services of the comprehensive AJCC within the Local Area.

BACKGROUND AND DISCUSSION

For program years (PY) 2022-2025, WDB appropriated funding through a competitive procurement process for the operation of a comprehensive AJCC and the delivery of WIOA career services under our Local Area. The current contract expires in June 2026. As required by WIOA, WDB will issue an RFP for services beginning July 1, 2026.

FISCAL IMPACT

If approved, the WDB will use \$1,400,000 from its WIOA Adult and Dislocated Worker funding streams for this procurement. In the event this procurement is extended to the following program year, the current provider's Rubicon Programs contract will be renewed at this funding level.

SCHEDULE

A proposed timeline will be submitted to EHSD Contracts.

Proposed timeline:

Release of RFP	October 2025
RFP Responses due	November 2025
Evaluation of Responses	November 2025
Recommendation to Executive Committee	December 2025/January 2026
Contract Negotiations	January 2026
Board of Supervisors Authorization	February 2025
Contract Start date	July 1, 2026

CUSTOMER IMPACT

These services are one of the prime requirements and responsibilities of our WIOA funding, without these services hundreds of Contra Costa residents will go without these much-needed services that assist them with income mobility and the economic vitality of our community.

The purpose of WIOA is to better align the workforce development system with education, training and economic development initiatives to create a collective response to labor market challenges on the national, state and local levels. Overall, it seeks to provide career services and skills upgrading/training to the members of our local community to improve the quality of the workforce, reduce dependency on welfare programs, increase self-sufficiency, meet hiring needs for employers and connect job seekers with training opportunities and vocational rehabilitation services they need.

For any questions, please contact Vee Clapp, WIOA Adult Programs Manager at 925-655-3807 or via email at vclapp@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4228

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: Business & Economic Development Committee Priorities

DATE: October 8, 2025
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Business & Economic Development Committee 2026 Priorities**

BACKGROUND

What follows is a summary of key discussion points regarding the committee's strategic priorities, expectations, and next steps for the upcoming fiscal year. The purpose is to align efforts across stakeholders and ensure a shared understanding of our direction and desired outcomes.

DISCUSSION: STRATEGIC PRIORITIES

- **Promoting Local Business Growth:** Encourage initiatives that support small and medium-sized businesses, including access to resources, training, and funding opportunities. Expand access to funding mentorship, and technical assistance for small and minority-owned businesses.
- **Attracting New Investments:** Identify and pursue opportunities to attract new industries and investors to diversify and strengthen the local economy.
- **Workforce Development:** Support programs are being developed and expanded to enhance workforce skills, reduce unemployment, and better align education with the evolving demands of local industries. These initiatives focus on:
 - **Upskilling and Reskilling:** Offering short-term training and certification programs to help workers gain new, in-demand skills—particularly in healthcare, technology, and green energy sectors.
 - **Education-to-Employment Alignment:** Strengthening partnerships between educational institutions and employers to ensure curricula reflect current labor market needs and prepare students for high-growth careers.
 - **Employer Collaboration:** Engaging local businesses in program design and offering incentives for hiring and training local talent.
- **Infrastructure Enhancement:** Advocate for infrastructure improvements that enable business expansion and improve connectivity.
- **Sustainable Economic Practices:** Promote sustainable and inclusive economic development that benefits all community members. Promote inclusive economic growth by addressing barriers faced by underserved communities.

DISCUSSION: BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE CHARTER

For any questions, please contact Tamia Brown, Executive Director at 925-655-3808 or email at tbrown1@ehsd.cccounty.us

Charter Element	Charter Agreement Information
Business Objective	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.
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 BED Committee will:</p> <ul style="list-style-type: none"> • Analyze and understand trends in order to respond to business needs • Bring industry and education together to address workforce needs in priority sectors • Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors • Work with WDB partners to develop an array of innovative workforce services supports • Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities
Boundaries / Guidelines	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).
Team Membership	<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>
Timing	The work of the BED Committee is aligned with the timeline of the WDB's 2021-2024 Strategic Plan.
Resources	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.
Review Process	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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4229

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: Extreme Heat and Community Resilience Program Grant



DATE: October 8, 2025
TO: Executive Committee
FROM: Patricia Conley, Workforce Services Specialist/Project Manager
RE: **Extreme Heat and Community Resilience Program (EHCRP) Grant**

BACKGROUND

In June 2025, Contra Costa County (County) accepted an Extreme Heat and Community Resilience Program grant to develop an Urban Forest Management Plan (UFMP) for the County. The plan aims to address environmental inequities by expanding tree canopy coverage in unincorporated and impacted communities, especially those underrepresented in the public decision-making process and historically underserved. The grant is led by the Department of Conservation and Development (DCD).

CURRENT SITUATION

The UFMP will provide a road map for improving the current tree canopy coverage in the County, identify appropriate tree species for the region, identify policies and best practices for planting and maintaining trees on public and privately owned land, and explore viable funding sources to carry this work into the future. A training program will be build out to develop a green infrastructure workforce. The Workforce Development Board of Contra Costa County (WDBCCC), along with Civicorps, The Watershed Project (TWP), and Sustainable Contra Costa are important partners in this work.

FISCAL IMPACT

Grant award: \$100,000.

SCHEDULE

1. **Career Exploration & Employer Engagement:**
 - Recruit young adults from within the community to participate in career pathway program.
 - Conduct outreach to potential employers about talent coming out of the training program.
2. **Workforce Training (with Civicorps):**
 - Support ten training sessions for Corpsmembers to complete a Green Infrastructure Career Pathway (five in Year 1 and five in Year 2).
3. **Annual Career Events:**
 - Host green infrastructure-focused job fairs and networking events.

CONCLUSION

The UFMP will identify tree species and best tree planting practices for reducing average and extreme temperatures in the most impacted areas, improving air quality, increasing public awareness of extreme heat risks, and enhancing community resilience. By centering equity, the UFMP will enhance climate resilience and move towards rectifying longstanding environmental injustices.

For any questions, please contact Patricia Conley, Workforce Services Specialist/Project Manager at 925-655-3818 or email at pconley@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4230

Agenda Date: 10/8/2025

Agenda #:

Advisory Board: Executive Committee of the Workforce Development Board

Subject: 2026 WDB Board and Committee Meeting Calendar Draft

DATE: October 8, 2025
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **2026 WDB Board Committee Meeting Calendar Draft**

RECOMMENDATION

That the Executive Committee approve the 2026 WDB Board Committee Meeting Calendar.

BACKGROUND AND CURRENT SITUATION

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.

If approved, the WDB Board Committee Calendar of 2026 meeting schedule would be as follows:

FULL BOARD - (1st Tuesday in Feb., May, Aug. and Nov. from 3:00 pm to 5:00 pm)

- Tuesday, Feb. 3, 2026
- Tuesday, May 5, 2026
- Tuesday, August 4, 2026
- Tuesday, November 3, 2026

EXECUTIVE COMMITTEE - (2nd Wednesday in Jan., April, Aug. and Oct. from 3:00 pm to 5:00 pm)

- Wednesday, January 14, 2026
- Wednesday, April 8, 2026
- Wednesday, August 12, 2026
- Wednesday, October 14, 2026

YOUTH COMMITTEE - (2nd Tuesday of the first month of each quarter from 12:00 pm to 1:30 pm)

- Tuesday, January 13, 2026
- Tuesday, April 14, 2026
- Tuesday, August 11, 2026
- Tuesday, October 13, 2026

BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE - (1st Wednesday of the month of each quarter from 3:00 pm to 5:00 pm)

- Wednesday, March 4, 2026
- Wednesday, June 3, 2026
- Wednesday, September 2, 2026
- Wednesday, December 2, 2026

NOTE

- *Subject to change if needed*
- *Committee Meets once every Quarter*
- *No Committee Meetings for the Month of July*

For any questions, please contact Tamia Brown, Executive Director at 925-655-3808 or email tbrown1@ehsd.cccounty.us