



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.

**Executive Committee  
AGENDA**

**January 15, 2025**

**3:00 p.m. – 5:00 p.m.**

**4071 Port Chicago Highway, Suite 250  
Conference Room C  
Concord, CA 94520**

- 3:00 PM WELCOME AND CALL TO ORDER  
REMINDER OF POTENTIAL CONFLICT OF INTEREST  
PUBLIC COMMENT**
- 3:10 PM EXECUTIVE DIRECTOR REPORT  
CHAIRS REPORT**
- 3:15 PM CONSENT AGENDA  
C1 Approve Minutes from November 17, 2023 Special Executive Committee Meeting**
- 3:20 PM ACTION ITEM  
A1 Approve FY 2025-26 WDB Proposed Budget**
- 3:45 PM NEXT AGENDA ITEMS**
- 4:00 PM NEW BOARD ONBOARDING**

*UPCOMING COMMITTEE MEETINGS: Subject to change if needed*  
*Full Board: Tuesday, February 4, 2025*  
*BED Committee Meeting: Wednesday, March 5, 2025*  
*Youth Committee Meeting: Tuesday, TBD*  
*Executive Committee Meeting: Wednesday, April 9, 2025*

*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 925.671.4560*



**SPECIAL EXECUTIVE COMMITTEE MINUTES**

Friday, November 17, 2023

The Executive Committee met on Friday, November 17, 2023 at 4071 Port Chicago Highway, Conference Room A and via a ZOOM meeting. Co-Chair Terry Curley called the meeting to order at 12:35 pm, and reminded everyone of potential conflict of interest.

**ATTENDANCE**

MEMBERS PRESENT: Yolanda Vega, Michael McGill, Terry Curley, Thomas Hansen

MEMBERS ABSENT: Joshua Anijar (EX), Kwame Reed (EX), Stephanie Rivera (EX)

OTHERS PRESENT: Jill Ray (BOS District 2), Anna Ramos (MDUSD)

WDB STAFF PRESENT: Tamia Brown, Rochelle Soriano, Verneda Clapp, LaTosha Stockholm, Patricia Conley, Ken Austin, Serena Moore

**PUBLIC COMMENT**

None

**EXECUTIVE DIRECTOR REPORT**

**STAFFING:**

- Ken Austin, ASA III – liaison to EHSD Fiscal
- Currently conducting interviews and put in an offer to one of the for Program & Project Coordinator staffing
- Waiting in queue for the Administrator and Administrative Aide

**GRANT:**

- Submitted grant application for the Displaced Oil and Gas workers.

**CHAIR REPORT**

- Continued to reach out to different organizations in the community to spread information about our services and resources.

**COMMITTEE CHAIR REPORT**

Youth Committee - Michael McGill

- YC Meeting has been a challenge due to quorum or conflict in schedule.
- For year 2024 the Youth Committee is proposing to change meeting date to fourth (4) Monday same time for the month of January, April, August, and December.

**CONSENT AGENDA**

**C1 Approve Minutes from June 14, 2023 & August 22, 2023 Meeting Minutes**

**Motion /Second Michael McGill/Thomas Hansen**

**Motion Approved**

**ACTION ITEMS**

**A1 Approve Board Committee Meeting 2024 Calendar**

That the Executive Committee approve the WDBCCC Board Committee Calendar 2024 as presented.

**Motion /Second Motion Terry Curley/Yolanda Vega Approved**

**AYES:** Yolanda Vega, Michael McGill, Terry Curley, Thomas Hansen

**NAYS:** None

**ABSENT:** Joshua Anijar, Kwame Reed, Stephanie Rivera

**ABSTAIN:** None

**A2 Approve Additional Space (4071 Port Chicago Highway, Concord)**

APPROVE and AUTHORIZE the WDBCCC, or designee, to execute a lease with Seecon Commercial, LLC for a term of 4 years and 1 month beginning on January 1, 2024, for approximately 6,013 square feet of office space for the EHSD - Workforce Development Board located at 4071 Port Chicago Highway, Suite 200, Concord, at an initial annual rent of \$151,524.00 with annual increases, and exercise any options to extend the lease term.

**Motion/Second Motion Thomas Hansen/Michael McGill Approved**

**AYES:** Yolanda Vega, Michael McGill, Terry Curley, Thomas Hansen

**NAYS:** None

**ABSENT:** Joshua Anijar, Kwame Reed, Stephanie Rivera

**ABSTAIN:** None

**A3 Approve Year-End Expenditure Report FY 2022-2023**

That the Executive Committee approve the year-end expenditure as presented.

**Motion/Second Motion Michael McGill/ Thomas Hansen Approved**

**AYES:** Yolanda Vega, Michael McGill, Terry Curley, Thomas Hansen

**NAYS:** None

**ABSENT:** Joshua Anijar, Kwame Reed, Stephanie Rivera

**ABSTAIN:** None

**INFORMATIONAL/UPDATE ITEM(S)**

**I1 WIOA Program Performance Quarter 1 Report**

A consistent performance report will be provided by Jon Rodrigues, Business Systems analyst.

**I2 WIOA Youth Program Quarter 1 Report**

We are currently serving 166 young people.

- CA Volunteers Projects – grant recipients have been offered a 9-month grant extension which will fund projects through December 2024.
- Health Ambassador Program – conducted recruitment for Cohort #2 and continues to provide full time transitional jobs for 8 participants in Cohort #1.

- Family Harvest Farm Garden Apprenticeship – continues to provide youth transitioning from foster care with paid work experience and occupational skills.

**13 MEASURE X Youth Centers & Youth Summits Quarter 1 Update**

Community Engagement sessions allow opportunities for Contra Costa Community members, including youth, to provide input to explore youth service needs, ages to be served, programs and services to be offered, potential sites for centers and best models of similarly situated youth programs and services to determine priorities for the new Youth Centers.

**14 Launch – Business Resource Centers Report**

Launched on October 11, 2023 **Think Contra Costa**, an initiative of the Workforce Development Board of Contra Costa County (WDBCCC), is a county-wide professional network of organizations that focus on starting, growing, and retaining companies within Contra Costa County. The goal is to make it easier for entrepreneurs and companies of all sizes to tap into valuable information, consultations, resources, tools, events, and funding streams, both virtually and at in-person pop-up events throughout the county

- *WDBCCC has been contacted by 11 businesses as of 11/13/23.*

**THE MEETING ADJOURNED AT 1:42 PM**

Respectfully Submitted,  
Rochelle Martin-Soriano, Board Secretary

/rms



**DATE:** January 15, 2025  
**TO:** Executive Committee  
**FROM:** Tamia Brown, Executive Director  
**RE:** **APPROVE FY 2025-26 WDB PROPOSED BUDGET**

**RECOMMENDATION**

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

**A. BACKGROUND AND CURRENT SITUATION**

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

For FY 25/26 we are budgeting for the potential WIOA legislation change of the training requirement from 30% to 50%.

Below is the current 25/26 budget schedule for reference.

FY 25-26 Budget Schedule	
Budget Instructions issued	Friday, October 25, 2024
Updated Department descriptions, equity, and performance sections due	Friday, December 20, 2024
Position Cost Forecasting input due	Friday, January 10, 2025
Capital Project and Technology Project requests due	Friday, January 10, 2025
Budget targets issued	Friday, January 17, 2025
Sherpa Budget Formulation Module (BFM) Training	Tuesday, January 21, 2025
Board Retreat	Tuesday, January 28, 2025
Department budget system input completed and submission forms due	Monday, February 3, 2025
"Key Budget Updates" narratives for budget book due	Monday, March 3, 2025
Department budget presentation due (if applicable)	Monday, March 17, 2025
Recommended budget hearing (& adoption of recommended schedules)	Mon-Tues, April 28-29, 2025
Budget Adoption	Tuesday, May 20, 2025

Blue font indicates departmental deliverables due dates

**B. FISCAL IMPACT**

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

**C. SCHEDULE**

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

**D. ATTACHMENT**

**A1a** Fiscal Year 2025-2026 Proposed Budget – (handout)

**A1b** Fiscal Year 2025-2026 Proposed Budget Percentages – (Included)

For any questions, please contact Ken Austin, Fiscal Analyst at 925-671-4545 or email at [kaustin@ehsd.cccounty.us](mailto:kaustin@ehsd.cccounty.us)

## FY 2025/2026 Workforce Development Board Proposed Budget

FY 25/26 WIOA Allocation					
Line Number	Grant Name	Overhead	Salary and Benefits	Contractors	Training
1	Adult Formula	10%	10%	30%	50%
2	Dislocated Worker	10%	10%	30%	50%
3	Youth	15%	7%	68%	10%
4	Rapid Response by Formula	30%	65%	5%	0%
5	Rapid Response Layoff Aversion	30%	65%	5%	0%
<b>6</b>	<b>Total WIOA Percentage</b>	<b>19%</b>	<b>31%</b>	<b>28%</b>	<b>50%*</b>
* This percentage only includes line one and two					
FY 25/26 Discretionary Funds					
Line Number	Grant Name	Overhead	Salary and Benefits	Contractors	Training
7	AB109	30.00%	70.00%	0.00%	0.00%
8	AB109 County Pathways	30.00%	10.00%	60.00%	0.00%
9	RERP	0.00%	10.00%	65.00%	25.00%
10	High Roads Training Partnership 1,2, & MTWTC	3.00%	17.00%	80.00%	0.00%
11	ETP 1 & 2	0.00%	0.00%	0.00%	100.00%
12	Dislocated Oil and Gas Workers Fund	0.26%	7.00%	21.00%	71.74%
13	California Jobs First	0.00%	0.00%	100.00%	0.00%
14	Department of Labor Building Pathways	2.85%	17.50%	8.00%	71.65%
<b>15</b>	<b>Total Discretionary Funds Percentage</b>	<b>8%</b>	<b>16%</b>	<b>42%</b>	<b>34%</b>
FY 25/26 Measure X					
Line Number	Grant Name	Overhead	Salary and Benefits	Contractors	Training
16	Measure X	0%	10%	90%	0%