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Our Vision:

Contra Costa County's Workforce Development Board supports a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them.

Executive Committee Meeting

Agenda

December 9, 2020

3:00 p.m. – 4:30 p.m.

ZOOM Meeting

Meeting ID: 920 0673 0491

Password: 998760

<https://zoom.us/j/92006730491?pwd=WExZRTJVVWFBTWk2NHpNVm5NajUwZz09>

Join in Dial In

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

3:05 PM **CONSENT AGENDA**
C1 Approve minutes from October 14, 2020 meeting

3:15 PM **ACTION ITEMS**
A1 Approve RFP for Pre-Apprenticeship Training Services
A2 Approve RFP for WIOA AJCC – Career Services

3:45 PM **DISCUSSION ITEM**
D1 Update on Regional and Local Planning
D2 Director Transition Plan

4:15 PM **COMMITTEE MEMBER REPORTS**
EXECUTIVE DIRECTOR'S REPORT
COMMITTEE CHAIR/MEMBER REPORTS

4:30 PM **ADJOURN**

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 4071 Port Chicago Highway, Suite 250 Concord, CA during normal business hours.

The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925.671.4560

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

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Executive Committee is to support system alignment, service integration, and continuous improvement, using data to support evidence-based policymaking.
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 WDB Executive Committee will:</p> <ul style="list-style-type: none"> • Improve and expand the Workforce Development Board's communications systems and networks • Develop and present legislative/advocacy platforms and position statements for consideration by the Contra Costa County Board of Supervisors and other local elected officials • Recruit qualified board member candidates who are able to effectively advance the board’s strategic priorities and recommend membership appointments to the Board of Supervisors • Support and strengthen administrative, fiduciary, management, and oversight roles and responsibilities of the WDB, including monitoring performance of the WDB Executive Director • Help secure, leverage, and expand resources that help to support workforce and economic development in Contra Costa County and the greater region
Boundaries / Guidelines	The Executive Committee will advise and influence the direction and implementation of the WDB’s strategic objectives as outlined the WDB 2017-2020 Strategic Plan, particularly with regards to work related to systems alignment, administration, coordination, and overall accountability.
Team Membership	<p>The Executive Committee is comprised of the Chair, Vice Chair(s) and Immediate Past Chair of the WDB; the Co-Chairs of each of its subcommittees, and up to three at-large members to provide appropriate representation of the overall membership. The Executive Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the Executive committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.</p>
Timing	The work of the Executive Committee is aligned with the timeline of the WDB’s 2017-2020 Strategic Plan.
Resources	The WDB and the Executive Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
Review Process	<p>The Executive Committee monitors and reports its progress at regular committee meetings and full WDB member meetings as appropriate.</p> <p>Progress against the WDB 2013-2017 Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal levels.</p>

EXECUTIVE COMMITTEE MINUTES

Wednesday, October 14, 2020

The Executive Committee met on Wednesday, October 14, 2020 via ZOOM meeting. Chair Terry Curley called the meeting to order at 3:05 pm. Chair Terry Curley reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Yolanda Vega, Terry Curley, Thomas Hansen, Michael McGill, Kwame Reed, Stephanie Rivera

MEMBERS ABSENT – Joshua Anijar

OTHERS PRESENT – Corry Kennedy, Laura Trevino (Board Members)

WDB STAFF PRESENT – Donna Van Wert, Patience Ofodu, Amrita Kaur, Verneda Clapp, Rochelle Soriano, Jennifer Joel, and Patricia Conley

PUBLIC COMMENT

None

CONSENT ITEMS

C1 Approve September 9, 2020 Executive Committee meeting minutes.

Motion/Second Michael McGill/Tom Hansen

Motion Approved

ACTION ITEMS

A1 Modify and Approve Award for RFI #717 for COVID-19 National Dislocated Worker Grant

- 1) Approve the modification to increase the amount of funding for these proposals from \$400,000 to \$500,000**
- 2) Approve the review panel’s recommendation to fund as many of the selected organizations as possible based on the potential increase in funding being approved by both the grantor and Contra Costa County.**
 - **Bay Area Community Resources (BACR)**
 - **San Pablo EDC**
 - **Opportunity Junction (OJ)**
 - **Jewish Vocation Services (JVS)**

Motion/Second: Michael McGill/Terry Curley

Motion Approved

AYES: Yolanda Vega, Terry Curley, Thomas Hansen, Michael McGill, Kwame Reed, Stephanie Rivera

NAYES: None

ABSENT: Joshua Anijar

ABSTAIN: None

A2 Consider New Board Applications

Defer these recommendations for now and recommend these 2 new applicants (**Terrence Cole** and **Stephen Kirnon**) be contacted along with the previous 2 applicants (**Dr. Michelle Hernandez** and **DeVonn Powers**) for best fit.

**Motion/Second
Motion**

**Kwame Reed/Michael McGill
Approved**

AYES: Yolanda Vega, Terry Curley, Thomas Hansen, Michael McGill, Kwame Reed, Stephanie Rivera

NAYES: None

ABSENT: Joshua Anijar

ABSTAIN: None

DISCUSSION ITEMS:

D1 Regional and Local Strategic Planning 2021-24

This report brings forward EDD DRAFT Directive WSDD-216 providing guidance on the upcoming Regional and Local Planning process for PY 2021-2024 for the Executive Committee's review and consideration.

Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment.

Local Plans provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals' access services through the America's Job Centers of California's (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a person-centered service-delivery.

WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. For developing cohesive narratives for Regional and Local Plans, this guidance weaves together both federal and state requirements. The intent is to assist in the development of a seamless blueprint for the operationalization and implementation of all required plan content.

Regional and Local Plans are required under WIOA and local areas are responsible for carrying the cost of this planning. The WDB has a contract with Glen Price Group (GPG) and will be utilizing this contract to support writing and community engagement for both the Regional and Local planning process.

Estimate for the Local plan: \$31,770.

Estimate for Regional Plan: \$36,760, which we will be responsible for a portion of.

We currently have the funds to support this without any undue hardship.

Both the Regional and Local Plans are due to the California Workforce Board by April 30, 2021. There is a lot of work that needs to be scheduled in order to meet this deadline and as soon as the DRAFT directive is finalized we will begin this process with GPG.

D2 2021 Meeting Calendar

As projected, there will be at the most two WDB Board Committee meetings for each month. The Executive Committee will most like to have meeting each month only if needed.

COMMITTEE MEMBER REPORTS

Mike McGill, Youth Committee

- The Youth Committee is re-grouping with new board members
- The next Youth Committee is scheduled on Tuesday, November 10, 2020

Patience Ofodu, Business Economic & Development

- Meeting was held on October 7, 2020 via ZOOM and the next meeting on December 2, 2020
- New Co-Chairs are Kwame Reed and Stephanie Rivera
- Matthew Inesco, Economist from US Bureau of Labor Statistics presentation on highlights of changing economic conditions during COVID-19

- Kristin Connelly, CEO of Contra Costa Economic Partnership presentation on Equitable Economy Recovery task force

CHAIR’S REPORT

None

EXECUTIVE DIRECTOR’S REPORT

- WDB Executive Director Recruitment there is a slow movement.
- Agenda for the Full Board Meeting on November 3, 2020
 - Presentation or Overview information on Local and Regional Planning
 - Budget – Expenditure/Re-balance to show real \$\$\$ (EHSD Fiscal Staff)
 - Spend extra \$\$\$ under WIOA
 - Approve RFP
 - AJCC Services
 - Pre-Apprenticeship Program

Motion to Adjourn

Motion/Second

Michael McGill/Kwame Reed

Motion

Approved

THE MEETING ADJOURNED AT 3:55PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms

DATE: December 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve the development and release of an RFI/RFP for funding of Pre-Apprenticeship Construction Training Cohorts**

A. BACKGROUND AND DISCUSSION

Since 2012 the Workforce Development Board has appropriated funding for pre-apprenticeship construction training for low-income individuals and other special populations in East Contra Costa County. A copy of the previous Request for Interest (RFI #1160) from 2018 is attached for reference.

B. CURRENT SITUATION

The contract with the current service provider (Pittsburg Power) supporting the Future Build program has reached the maximum number of times it can be renewed. In order to adhere to County policy, Workforce Innovation and Opportunity Act (WIOA), and Office of Management and Budget (OMB) requirements regarding the competitive process, a new RFP must be issued during the current program year for service to begin July 1, 2021.

C. RECOMMENDATION

Approve the development and release of an RFP for up to \$252,000 of WIOA funds for the purpose of providing Pre-Apprenticeship construction training services to low-income individuals and other WIOA priority populations in East Contra Costa County.

D. FISCAL IMPACT

If approved, the WDB will use existing funds from its WIOA Adult funding stream. Once awarded, contract expenditures would count towards the 30% training expenditure requirement as required by Senate Bill (SB) 734.

E. SCHEDULE

A schedule would be developed in conjunction with EHSD Contracts and Fiscal departments. Generally, the RFP and contract development process takes six to eight months.

Proposed timeline:

Release of RFP	December/January 2020
RFP Responses due	February/March 2021
Evaluation of Responses	March 2021
Recommendation to Executive Committee	April 2021
Contract Negotiations	May 2021

Board of Supervisors Authorization
Contract Start date

June 2021
July 1, 2021

F. CUSTOMER IMPACT

Staff anticipates a minimum of 40 WIOA eligible individuals would receive hands-on construction skills training while earning multiple industries recognized certificates leading to employment in this priority industry.

G. ATTACHMENTS

A1a [RFI #1160 \(Previously Released\)](#) which a full RFP would be based.

DATE: December 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve the development and release of an RFP for AJCC Operation and Delivery of WIOA Career Services**

A. BACKGROUND AND DISCUSSION

Since 2017 the Workforce Development Board has appropriated funding through a competitive procurement process for the operation of a comprehensive America's Job Center of California (AJCC) and the delivery of WIOA Career Services for our local area consisting of Contra Costa County minus the City of Richmond. This report brings forward the need to consider re-procuring these services as required.

B. CURRENT SITUATION

The contract with the current service provider (Rubicon Programs) that operates the comprehensive AJCC, located at 4071 Port Chicago in Concord, and provides career services throughout Contra Costa County, with the exception of the City of Richmond, has reached the maximum number of times it can be renewed. In order to adhere to County policy, Workforce Innovation and Opportunity Act (WIOA), and Office of Management and Budget (OMB) requirements regarding the competitive process, a new RFP must be issued during the current program year for service to begin July 1, 2021.

With the current COVID-19 situation, and the heavy workload that not only the WDB Staff are experiencing but EHSD overall, WDB Staff are seeking an extension for this procurement until next program year – 2021-2022. We are seeking approval for this item today in the event that this extension is not possible.

Department of Labor (DOL) TEGL 15-16 (Training and Employment Guidance Letter) states that services must be procured every 4 years. Contra Costa County requires we procure every 3 years, with approval from the County we will be fine with delaying this procurement until 2021.

C. RECOMMENDATION

Approve the development and release of an RFP for up to \$1,400,000 of WIOA funds for the purpose of the operation of the comprehensive AJCC and to provide WIOA career services throughout Contra Costa County with the exception of the City of Richmond.

D. 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.

E. SCHEDULE

A schedule would be developed in conjunction with EHSD Contracts and Fiscal departments. Generally, the RFP and contract development process takes six to eight months.

Proposed timeline:

Release of RFP	December/January 2020
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F. 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.

DATE: December 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Regional and Local Strategic Planning 2021-24**

This report brings forward EDD DRAFT Directive WSDD-216 providing guidance on the upcoming Regional and Local Planning process for PY 2021-2024 for the Executive Committee's review and consideration.

A. BACKGROUND

Local Boards are required to update their plans every 4 years with modifications every 2 years in an effort to ensure that plans are current and relevant to changing labor market conditions. Our current planning period ends June 30, 2021. Starting with WIOA in 2016, and in alignment with the State's designation of 14 Regional Planning Units (RPU) in California, all RPUs are required to submit regional plans.

B. CURRENT SITUATION

The California Unified Strategic Workforce Development Plan (State Plan) is an overarching state policy document that provides a conceptual outline for Local Boards and their partners as they jointly develop Regional and Local Plans. The State Plan policy objectives, developed in collaboration with WIOA partners and Local Boards, drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

As outlined under WIOA Section 106, **Regional Plans** provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment.

As outlined in WIOA Section 108, **Local Plans** provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals' access services through the America's Job Centers of California's (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a person-centered service-delivery. Unfortunately, WDB staff were not able to provide an accurate budget for the board to approve for the 2019-2020 program year. EHSD fiscal has had challenges in providing an accurate budget. Due to these challenges, the WDB has an excess carryover amount for the 2020-2021 PY. In addition to the larger than normal carry over amount the WDB has received almost 1.4 million in emergency COVID-19 related funding. All of our funding has an expiration term, most of which currently ranges from December 31, 2020 to June 30, 2021.

In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. For the purpose of developing cohesive

narratives for Regional and Local Plans, this guidance weaves together both federal and state requirements. The intent is to assist in the development of a seamless blueprint for the operationalization and implementation of all required plan content.

D. FISCAL IMPACT

Regional and Local Plans are required under WIOA and local areas are responsible for carrying the cost of this planning. The WDB has a contract with Glen Price Group (GPG) and will be utilizing this contract to support writing and community engagement for both the Regional and Local planning process.

Estimate for the Local plan: \$31,770.

Estimate for Regional Plan: \$36,760, which we will be responsible for a portion of.

We currently have the funds to support this without any undue hardship.

E. SCHEDULE

Both the Regional and Local Plans are due to the California Workforce Board by April 30, 202.

F. ATTACHMENTS

D1a Updated Timeline

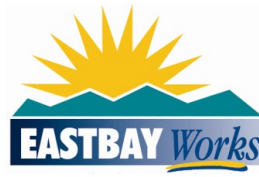
D1b [EDD Regional & Local Planning Guidance PY 21-24](#)

D1c Local Planning Public Input Session Flyer

WDBCCC PY 2021-24 Local (Regional) Plan Development Draft Work Plan

Date	Item	Notes
September 15, 2020	Provisional CWDB guidance released for 30-day public comment	
October 23, 2020	Complete PY 2021-24 Local Plan Development Timeline and Work Plan	
October 30, 2020	Presentation of PY 2021-24 Regional Plan development strategy to Local Board leadership	
November 3, 2020	Presentation of PY 2021-24 Local Plan Development Strategy to Full Board	
Wednesday, December 16, 2020 3:00 pm to 5:00 pm	Virtual Public Meeting--West County Region	Hosted by RWDB
Wednesday, January 6, 2021 1:00 pm to 3:00 pm	Virtual Public Meeting--East County Region	Community partnership group in East County; welcome from LEO
Wednesday, January 13, 2021 3:00 pm to 5:00 pm	Virtual Public Meeting--Central County Region	Community partnership group in Central County; welcome from LEO
January 20, 2021	Survey of Employers/Business	
January 2021	Online Surveys of Selected Stakeholders	Follow up with public meeting participants,

Date	Item	Notes
		those who couldn't attend
February 2, 2021	Employer input session with members of WDBCCC Board	
March 17, 2021	Draft PY 2021-24 Local Plan to full Board for approval	
March 18, 2020	Draft PY 2021-24 Local Plan provided to RPU	
March 20 to April 20, 2021	Local (Regional) Plans 30-day public comment period	
April 27, 2021	Approval of revisions to Local Plan by full Board	
April 28, 2021	Plan provided to EBRPU for submission to CAWDB	
April 28, 2021	Local Boards provide electronic signatures from their Chairs for the Regional Plan	
April 29, 2021	Local and Regional Plans submitted to CAWDB for review	
May/June 2021	Approval of Local Plan by CC County Board of Supervisors	
August 1, 2021 (est.)	CAWDB approves/conditionally approves local plans	
August 15, 2021 (est.)	CAWDB notifies Local Boards of any deficiencies	
September 15, 2021 (est.)	Final corrected Local Plans due to CAWDB with CLEO signature	
October 15, 2021 (est.)	CAWDB provides final approval of Local Plans	



Notice of Public Input Meetings **Regional and Local Planning Sessions***

**The Contra Costa County and City of Richmond Workforce Development Boards
want to hear from you!**

We want your input on how we can work together to improve the ability of the local workforce system to meet the workforce and education needs of the community. Some of the topics we'll discuss will include: strategies to ensure equal access to regional sector pathways for unserved/underserved populations, coordination with partners to improve access to high quality education and training, and ways to use technology to deliver services remotely. Public input sessions to inform our regional and local planning will be held via Zoom and are scheduled as follows:



**Richmond Workforce Development Board
/West County**
December 16, 2020 (Wed) – 3:00pm-5:00pm
Please register:
<https://www.eventbrite.com/>

WDBCCC-East County
January 6, 2021 (Wed) – 1:00pm-3:00pm
Please register:
<https://www.eventbrite.com/>

WDBCCC-Central County
January 13, 2021 (Wed) – 3:00pm-5:00pm
Please register:
<https://www.eventbrite.com/>

*While the sessions are designated for specific regions of the county, participants are welcome to attend any session, regardless of their location.

WDBs in a designated Regional Planning Unit (RPU) are required to develop Regional Plans per state guidance. Each local WDB within the EBRPU is also responsible for developing Local Plans per state guidance.

The East Bay Regional Planning Unit (EBRPU):

- Alameda County WDB
- Contra Costa County WDB
- Oakland WDB
- Richmond WDB

This WIOA Title I financially assisted program or activity is an "Equal Opportunity Employer Program." Auxiliary aids and services are available upon request to individuals with disabilities. If you require specific accommodations due to a disability and language needs, please contact Pamela Gernan for the city of Concord or Pittsburg at pgernan@ehsd.cccounty.us or (925) 671-4513 and Itza Gonzalez for the City of Richmond at igonzalez@richmondworks.org or (510) 307-8023.