



CONTRA COSTA COUNTY

AGENDA

Workforce Development Board

Tuesday, November 4, 2025

3:00 PM

4071 Port Chicago Hwy., #250
Federal Glover Conference Room,
Concord
6200 Village Parkway, Suite 200
Dublin, CA 94568
Zoom Meeting ID: 880 0668 9890
Passcode 901064:
Zoom:
[https://us06web.zoom.us/j/88006689890?
pwd=hNFWrZfYLYxGwMYAZPSGovD
bMfZQvr.1](https://us06web.zoom.us/j/88006689890?pwd=hNFWrZfYLYxGwMYAZPSGovDbMfZQvr.1)

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

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

3:25 PRESENTATION ITEM

P1 WDB Annual Report

[25-4655](#)

Attachments: [P1 Presentation WDB Annual Report](#)

3:40 CONSENT AGENDA

C1 Approve May 13, 2025 Full Board Meeting Minutes

[25-4656](#)

Attachments: [C1 - 05.13.2025 Full Board Minutes](#)

C2 Accept WDBCCC Annual Report

[25-4657](#)

Attachments: [C2 - WDBCCC Annual Report](#)
[C2a -WDBCCC Annual Report 2024-2025 FINAL](#)

C3 Approve Re-Appointment to Board (Business Seat #5) [25-4658](#)

Attachments: [C3 - Re-Appointment to the Board](#)
[C3a -WDBCCC WIOA Bylaws - CCapprovedFinal6.12.17](#)
[C3b - Douglas Lezameta Application \(Redacted\)](#)

C4 Accept Board Resignation/Withdrawal [25-4659](#)

Attachments: [C4 Board Resignation -](#)
[C4 Board Withdrawal -](#)

3:50 ACTION ITEMS

A1 Approve Triennial Sunset Review of Appointed Boards, Committee and Commissions Phase III - Final [25-4660](#)

Attachments: [A1 - Approval of Triennial Sunset Review of Appointed Boards, Committees, & Commissions Phase III](#)
[A1a-Triennial Review Survey - Phase III 2025 - \(FINAL\)](#)

A2 Approve Selection of Pre-Apprenticeship Services Provider [25-4661](#)

Attachments: [A2- Approve Selection of WIOA Pre-App Service Provider](#)

A3 Approve a Contract Extension for the American Job Center of California (AJCC) Career Services, maintaining current terms and services through June 2027 [25-4662](#)

Attachments: [A3 - Approve delay of RFP and contract ext for AJCC Career Services](#)

A4 Accept James Irvine Foundation Grant and Advancement of Nonprofit Workforce Intermediary Initiative [25-4663](#)

Attachments: [A4 - Accept James Irvine Foundation Grant for Regional Nonprofit Initiative \(East Bay Works Forward\)](#)

A5 Approve/Accept Proposed 2026 WDB Board Committee Meeting Calendar [25-4664](#)

Attachments: [A5 - PROPOSED 2026 WDB Board Committee Meeting Calendar](#)

4:20 INFORMATIONAL/UPDATE ITEM(S)

I1 Measure X Youth Centers Update [25-4665](#)

Attachments: [I1 Measure X Youth Centers](#)

I2 Employment and Training Pathways Program Grant – PY 25-26 [25-4666](#)

Attachments: [I2 EDD E+T Pathways Grant Opp](#)

5:00 ADJOURN

UPCOMING COMMITTEE MEETINGS

Full Board/Executive Committee: Wednesday, March 8, 2026

Youth Committee Meeting: Wednesday, January 21, 2026

Business & Economic Development Committee Meeting: Wednesday, February 18, 2026



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4655

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board
Subject: WDB Annual Report



DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **WDB ANNUAL REPORT**

This report provides a comprehensive overview of the activities, achievements, and performance of the Workforce Development Board over the past year. It is a reflection our continued commitment to our mission and vision for innovation, community service, and sustainability, as well as our efforts to adapt and thrive in an ever-changing environment.

It 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 of the WDB. It highlights our key accomplishments, financial results, and initiatives undertaken during the year. It also outlines the direction and objectives that will guide us in the coming year as we continue to build on our progress and deliver value to our stakeholders.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4656

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: May 13, 2025 Minutes



FULL BOARD MINUTES

Tuesday, May 13, 2025

The Full Board met on Tuesday, May 13, 2025 at 4071 Port Chicago Highway, Conference Room A and via a ZOOM meeting. Chair Terry Curley called the meeting to order at 3:09 pm and reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Terry Curley, Nichol Carranza, Gregory Brooks, Leslay Choy, Steve France, Richard Johnson, Douglas Lezameta, Brandon Matson, Michael McGill, Alison McKee, DeVonn Powers

MEMBERS ABSENT: Thomas Hansen (EX), Joshua Anijar (EX), Jerry Aranas, Timothy Jeffries, Steve Older (EX), Natasha Paddock (EX), Kelly Schelin (EX)

OTHERS PRESENT: Marla Stuart, Aisha Teal, Rebecca Darnell, Anne Barrett, Jennie Fald (EHSD), John P. Jones (CocoKids), Vi Ngo (Rubicon), Celina Shands (Full Capacity Marketing), Anita Kasim (IRC), Patience Ofodu, Dawn King

WDB STAFF PRESENT: Tamia Brown, Maureen Nelson, Noramah Burch, Verneda Clapp, LaTosha Stockholm, Rochelle Soriano, Patricia Conley, Serena Moore, Jon Rodriguez, Ken Austin, Jed Silver, Yelena Miakinina, Charles Brown, Veronica Ramos, Anisa Smith, Iyadunni Adeyemi, Lijia Lumsden, Davon King

PUBLIC COMMENT

Anita Kasim, Economic Environment Manager at International Rescue Committee (IRC) in Oakland. Briefly shared updates about programs to support Contra Costa residents, especially refugees and immigrants.

Home-Based Child Care Business Development Program

This program helps refugees, immigrants, and now other populations start their own home-based childcare businesses. IRC provides essential support including business management skills, literacy training, certification assistance, licensing applications, and inspections. So far, IRC has helped around 13 entrepreneurs launch their businesses, creating over 110 childcare slots in Contra Costa County—helping meet a critical community need.

Afghan and Ukrainian Newcomer Support Program

Starting in April, IRC launched a dedicated program to assist Afghan and Ukrainian refugees and immigrants, who have been displaced due to conflicts in their countries. This program offers employment services, case management, housing assistance, help navigating healthcare systems, as well as financial and digital literacy training.

DIRECTORS REPORT

Two New WDB Staff:

Davon King Experienced Level Clerk and Lijia Lumsden, Admin. Aide

They are currently supporting the Measure X projects, which are in full swing. We're thrilled to have them on board. We are also in the final stages of hiring for two more key positions: **Program Projects Coordinator** and **One Stop Administrator**. The recruitment is complete, and we are moving through the interviewing and hiring process. These positions were approved over two and a half years ago, so it's great to see them finally coming to fruition.

On the broader front, there are some developments at the Federal level worth noting. President Trump recently issued a "skinny budget" proposal that includes potential cuts of up to 35% to the Department of Labor. Several

programs critical to our work, including the Senior Employment Program, are under threat of elimination. This is concerning, as these programs play a vital role in our system and partnerships.

Additionally, there are new requirements around funding reimbursements. For example, the county must now justify cash drawdowns more rigorously under the Workforce Innovation and Opportunity Act, adding a layer of oversight to the reimbursement process.

While workforce development programs had been relatively quiet recently, WDB is beginning to feel the uncertainty and challenges faced by other departments.

PRESENTATION ITEMS

P1 CocoKids

CocoKids Childhood Champions

- Child Care Resource and Referral agency
- Alternative Payment Program
- Over 5,000 children enrolled in childcare
- Quality Improvement Programs
- Child Health and Nutrition

Subsidized Child Care – Measure X Funding

The need for Child Care in Contra Costa

1. High Cost of Child Care
 - \$4,056 Family Child Care – Full time
 - \$8,580 Center Based – Full time
2. Insufficient Supply of Child Care Spaces
3. Economic Stability and Workforce Participation
4. Support for Vulnerable Populations
5. Long-term Benefits

In Partnership CocoKids Responsibilities

- CocoKids will be responsible for identifying low-income that need childcare services in order to work, go to school or look for employment
- CocoKids will pay for childcare services for each child enrolled in the program.
 - Aligned with state funding care programs
 - Two years eligibility

CocoKids Responsibilities

1. CocoKids will maintain an ongoing eligibility list
2. Services will be located and available throughout the country. Staff will be located in Antioch, Concord, and Richmond.
3. Contractor will enroll approximately 300-350 children into the Measure X Program
4. Enrollment qualifications will be based on the current California Department of Social Services Regulations for subsidized childcare services for Alternative Payment Programs
5. Parents will be able to choose a licensed childcare provider (either a licensed family childcare home or licensed childcare center) of their choice.

Child Care Boost Initiative

Program Structure

- Two cohorts and 18-months for each cohort
- 120 educators for first cohort (60 Family Child Care Educators & 60 Child Care Center Educators)

Program Details and Recruitment

- Recruitment was done through newsletter and social media

- Two information sessions, both were recorded:
 - January 13 – FCC. Translated to Spanish (146 attendees)
 - January 16 – CCC (106 attendees)
- Applications opened the day after information session

P2 CCC Guaranteed Basic Income Program

Population: Families with young children experiencing financial hardship

Guaranteed Basic Income

Periodic and time-limited – It is a recurring payment issued regularly for the duration of the program

Direct cash payment – It is paid in cash directly to the individual, allowing them to use it for what they need.

Guaranteed – It is paid to targeted members of a specific population

Unconditional – It is provided without a work requirement or any other conditions.

Board of Supervisors Action

Date: October 22, 2024

Funding: \$3.25 Million Measure X & \$1 Million AB 109

Purpose: Guaranteed Income Pilot

Suggested Populations:

- Youth transitioning out of foster care
- Unhoused and unstably housed residents
- Families with young children experiencing financial help
- Low-income seniors
- Residents returning to the community after incarceration

Proposed Families Eligibility & Selection

Eligibility Criteria

- Approximately 40 engaged Welfare-to-Work and Cal-Learn families
- Ages 18-26
- At least one child aged 5 years or younger
- At least 18 mos. remaining on CalWORKs

Referral Process

- Welfare-to-Work case worker
- Cal-Learn case worker

Selection Process

- Randomized Selection Process
- Project Stratified
- Random Sampling Tool

Existing Case Management

- Assessment
- Plan development
- Regular check-ins
- Referrals
- Supportive services

Proposed Payment Plan

Amount: \$18,000 over an 18-month period (three payment options)

One-time mandatory benefits counseling

Payment Process: prepaid debit cards, issued 15th of the month

Option 1: \$1,000/month for 18 months

Option 2: \$1,250/month for the first 12 months; gradually reduced payments over final 6 months - \$950 to \$150

Option 3: \$3,000 lump sum payment upfront; \$1,000/month for the first 12 months, gradual payments over final 6 months - \$750 to \$250

CONSENT AGENDA

C1 Approve February 4, 2025 Full Board Meeting Minutes

C2 Approve Appointment to Board (Business Seats #12 & #13)

C3 Approve Selection for Youth Services Providers RFP #1215

Motion/Second Alison McKee/Brandon Matson
Motion Passed

AYES: Terry Curley, Nichol Carranza, Gregory Brooks, Leslay Choy, Steve France, Richard Johnson, Douglas Lezameta, Brandon Matson, Michael McGill, Alison McKee, DeVonn Powers

NAYS: None

ABSENT: Thomas Hansen, Joshua Anijar, Jerry Aranas, Timothy Jeffries, Steve Older, Natasha Paddock, Kelly Schelin

ABSTAIN: None

ACTION ITEMS

A1 Approve Selection of WIOA Youth Services Providers

That the Full Board approve the Youth Committee's recommendation for:

- 1) The selection of the Workforce Innovation & Opportunity Act (WIOA) Youth Service Providers
- 2) Issuance of award letters to **Contra Costa County Office of Education and Mt Diablo Unified School District**
- 3) WDBCCC staff to enter contract negotiations with awarded organizations in a cumulative amount not to exceed \$1,200,000 to the Board of Supervisors for approval.

Motion/Second Alison McKee/Brandon Matson
Motion Passed

AYES: Terry Curley, Nichol Carranza, Gregory Brooks, Leslay Choy, Steve France, Richard Johnson, Douglas Lezameta, Brandon Matson, Michael McGill, Alison McKee, DeVonn Powers

NAYS: None

ABSENT: Thomas Hansen, Joshua Anijar, Jerry Aranas, Timothy Jeffries, Steve Older, Natasha Paddock, Kelly Schelin

ABSTAIN: None

A2 Approve Selection of Marketing Services and Public Relations Services Provider

That the Full Board approve:

- 1) The selection of **Full Capacity Marketing, Inc.** to provide marketing and public relations services for the Workforce Development Board of Contra Costa County (WDBCCC).
- 2) Issuance of award letter to **Full Capacity Marketing, Inc.**
- 3) Authorize staff to negotiate and execute a contract with **Full Capacity Marketing, Inc.** for an initial term beginning July 1, 2025, through June 30, 2027, with a total contract amount not to exceed \$199,980.

**Motion /Second
Motion**

**Leslay Choy/Richard Johnson
Passed**

AYES: Terry Curley, Nichol Carranza, Gregory Brooks, Leslay Choy, Steve France, Richard Johnson, Douglas Lezameta, Brandon Matson, Michael McGill, Alison McKee, DeVonn Powers

NAYS: None

ABSENT: Thomas Hansen, Joshua Anijar, Jerry Aranas, Timothy Jeffries, Steve Older, Natasha Paddock, Kelly Schelin

ABSTAIN: None

INFORMATIONAL/UPDATE ITEMS

Informational reports have been shared with both the board members and the public. These reports were disseminated, ensuring transparency and accessibility for all relevant parties.

I1 Early Childhood Care and Education Report

I2 WAF 11 Close-Out

THE MEETING ADJOURNED AT 4:37 PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4657

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: WDBCCC Annual Report

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Accept WDBCCC Annual Report**

RECOMMENDATION

That the Full Board/Executive Committee accept the WDBCCC Board Annual Report.

BACKGROUND AND CURRENT SITUATION

Each year, the staff prepares an Annual Report to highlight progress toward our goals, demonstrate accountability to stakeholders, and comply with reporting requirements established by the Workforce Innovation and Opportunity Act (WIOA).

The report is intended to provide community, business, and workforce or economic development leaders with an overview of the work completed, initiatives currently underway, and the results achieved by the WDB. It also aims to deepen understanding of the value and impact of workforce development, while recognizing and celebrating the accomplishments of our members and staff.

ATTACHMENT

C2a WDBCCC Annual Report 2024-2025

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 hub of the county’s workforce ecosystem. While the Board provides limited direct services, it plays a vital role in ensuring that all programs and services delivered across the workforce system are effective, high-quality, and responsive to community needs. The Board brings together employers, educators, labor, community organizations, and government agencies to align resources and strategies. This collaboration creates a more efficient, inclusive, and responsive system that meets the evolving needs of both job seekers and local businesses.

Through data-driven planning, strategic partnerships, and targeted investments, the Board works to:

- **Connect residents to quality jobs** that offer stability, growth, and upward mobility.
- **Support employers** in developing a skilled and competitive workforce.
- **Advance equity and inclusion** by reducing barriers to employment and increasing access to opportunity.
- **Promote innovation** in training, career pathways, and industry collaboration.

Together with our partners, WDBCCC ensures that Contra Costa County’s workforce system remains responsive, equitable, and aligned with the needs of our evolving regional economy.

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 WDBCCC members are 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 often experience economic hardship or barriers to employment, including 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.

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 post-secondary 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 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.

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.

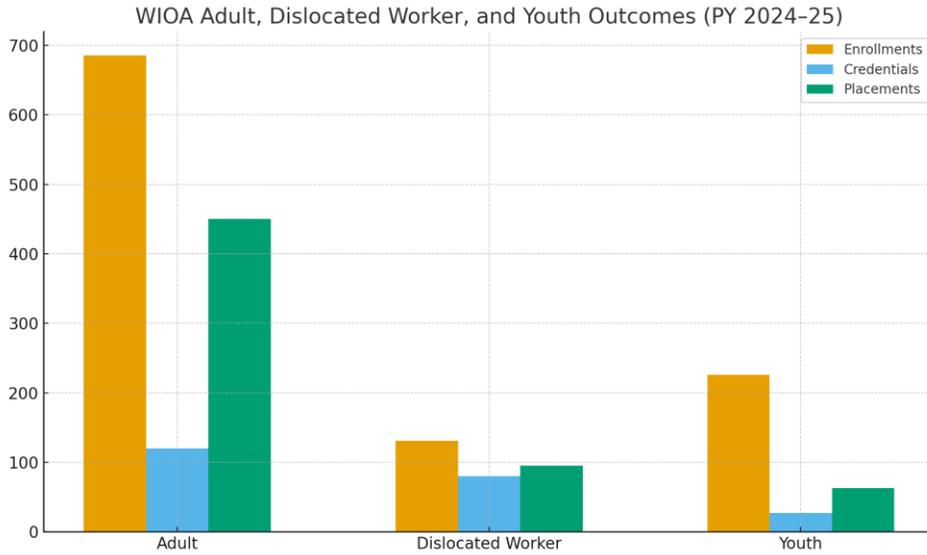
For participants, the return on investment is substantial. Every dollar spent on training and support services generates an average of \$49–\$247 in increased earnings. These gains allow individuals to secure stable housing, provide for their families, and contribute to the local economy. The impact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

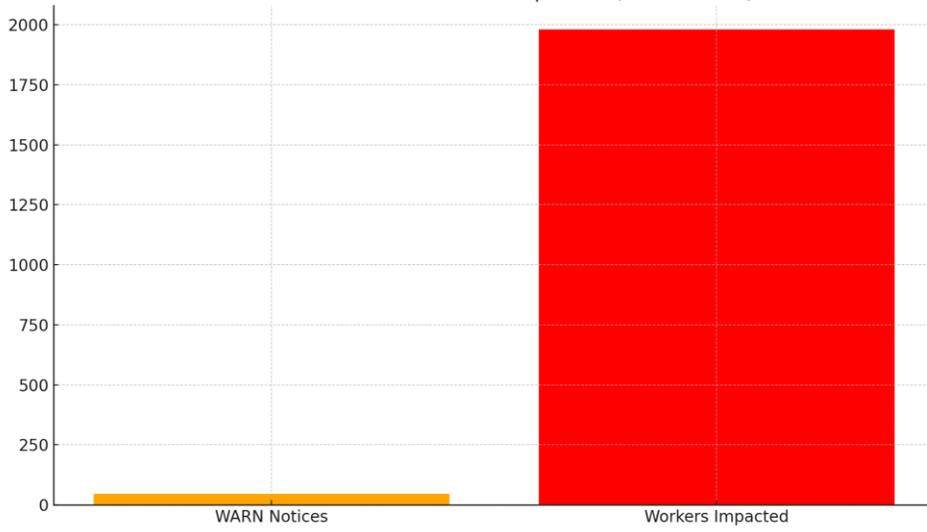
On a societal level, the returns are transformative. Programs like CCWORKS, AB109 County Pathways, and Tekperfect generate measurable gains in public safety, family stability, and community well-being. For every dollar invested, society benefits by an estimated \$6.32 to \$35.21, reflecting improved 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

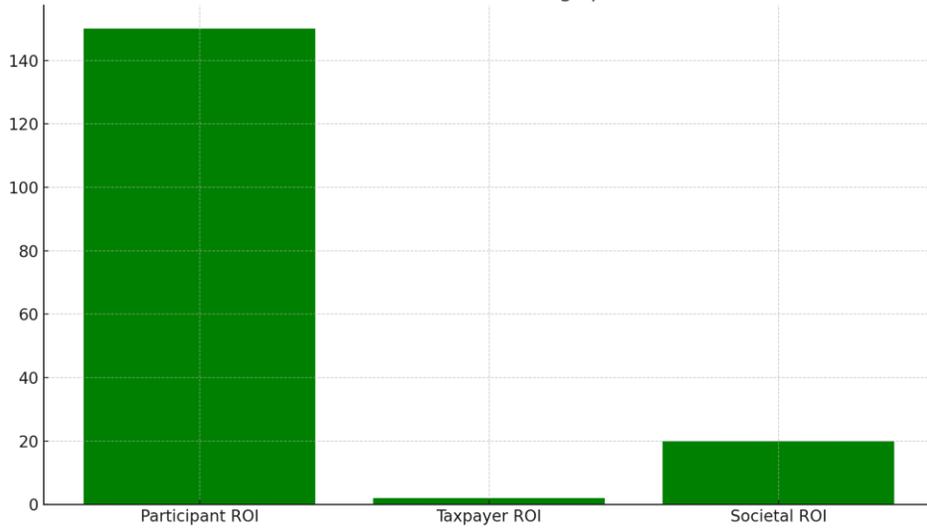
The following dashboards highlight program outcomes for WIOA Adult, Dislocated Worker, Youth, Measure X, WARN Response, and Return on Investment (ROI). These visual summaries make program performance clear and accessible.



WARN Notices & Workers Impacted (FY 2024-25)



Return on Investment - Average per1 Invested



Looking Forward

As we look ahead, the workforce landscape continues to evolve—shaped by technological change, new industry demands, and a renewed national focus on equity and economic mobility. The coming year presents both opportunities and responsibilities for the Workforce Development Board as we align our strategies with emerging federal priorities under the Workforce Innovation and Opportunity Act.

WIOA reauthorization discussions and proposed updates signal a stronger emphasis on **skills-based training, industry partnerships, and measurable outcomes**. Future policy directions point toward expanding access to quality training programs, integrating career pathways, and ensuring that federal investments produce tangible results for job seekers and employers alike. These changes will challenge local areas to be more strategic with resources and deepen collaboration with education providers, community-based organizations, and industry leaders.

Locally, the WDBCCC will continue building on our strengths, connecting residents to meaningful careers, supporting business growth, and advancing economic inclusion. We will focus on:

- Strengthening partnerships with training providers to expand access to industry-aligned credentials.
- Leveraging data to better anticipate labor market shifts and align training investments accordingly.
- Expanding outreach to underserved populations to ensure equitable access to opportunities.
- Supporting employers in developing work-based learning and apprenticeship pathways.
- Preparing for new performance and reporting expectations under forthcoming WIOA guidance.

The coming year will bring the **expansion of several key initiatives** that reflect this vision. The **Civil Engineering Degree Apprenticeship Pathway** will grow to serve more community college students—particularly women and underrepresented groups pursuing careers in engineering. The **Displaced Oil & Gas Worker Fund** will continue to retrain workers for high-demand fields in green energy, advanced manufacturing, and construction, positioning Contra Costa County at the forefront of California’s clean energy transition.

In parallel, WDBCCC will further expand **Measure X-funded programs**, including youth centers, childcare services, and food security initiatives. These investments not only address critical community needs but also strengthen the foundations of workforce participation and stability.

Regionally, WDBCCC will continue to play a **leadership role in California Jobs First and EASTBAY Works**, ensuring that Contra Costa County remains aligned with Bay Area and statewide economic and workforce strategies.

Through these collective efforts, we will continue to build a future where opportunity is shared, innovation is embraced, and every resident has the chance to thrive in a changing economy.

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.

• Tamia Brown – Executive Director

• Maureen Nelson – Administrator

• LaTosha Stockholm – Administrator

Program Managers

• Verneda Clapp – Adult & Dislocated Worker Program Manager

• Noramah Burch – Youth Program Manager / Grant Manager

• Patricia Conley – Workforce Services Specialist/Grant Manager

• Jed Silver – Workforce Services Specialist / Grant Manager

• Anisa Smith – Workforce Service Specialist / CCWORKS Manager

Business Services

• 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 #: 25-4658

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: Re-Appointment to Board (Business Seat # 5)

DATE: November 4, 2025
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Recommend Re-Appointment to the Workforce Development Board**

RECOMMENDATION

That the Full Board accept the Executive Committee recommendation 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

**Workforce Development Board Of Contra Costa County (WDBCCC)
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ARTICLE I – NAME AND ADHERENCE TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The name of this organization shall be the Workforce Development Board of Contra Costa County, hereinafter referred to as the WDBCCC. The WDBCCC is established as the local workforce development board pursuant to the legislative mandates outlined in the Workforce Innovation and Opportunity Act of 2014 (WIOA), 29 U.S.C. 3101 et seq., Public Law 113-128, 128 Stat.1425). In accordance with 20 Code of Federal Regulations (CFR), Parts 678, 679, 680, 681,683, and WIOA Sections 106, 107, 108, 111, 121, 122, 123, 129 and 134 for the East Bay Workforce Development Area/Region, the functions of the WDBCCC shall be performed in partnership with the County Chief Elected Official (CEO).

ARTICLE II - SCOPE AND RESPONSIBILITIES

As set forth in the Workforce Innovation and Opportunity Act of 2014 (WIOA) and as an advisory body to the Contra Costa County Board of Supervisors, the responsibilities of the WDBCCC are:

- A. Work with the Contra Costa County Board of Supervisors and Chief Elected Official (CEO) to develop a vision and strategy to coordinate a workforce development network of public, private, community-based, and other partners to enhance the competitiveness of the local workforce and support economic vitality for Contra Costa County and the broader East Bay region.
- B. Develop and submit a local workforce development plan to the Governor, in partnership with the County Board of Supervisors, for the Contra Costa County Local Workforce Development Area (LWDA), as designated by the California Workforce Development Board (CWDB) to include the entirety of Contra Costa County, exclusive of the City of Richmond.
- C. Develop and submit a regional workforce development plan to the Governor, in partnership with other local LWDAs in the East Bay Regional Planning Unit. Other East Bay LWDAs include Alameda County, the City of Oakland, and the City of Richmond.
- D. With the agreement of the Contra Costa County Board of Supervisors, designate one-stop operator(s) and terminate the eligibility of such operator(s) for cause; identify eligible provider(s) of youth activities in the Contra Costa County LWDA by awarding grants or contracts on a competitive basis, based on recommendations of the WDBCCC; identify eligible providers of training services for adults and dislocated workers; and identify eligible one-stop operators and providers of career services by awarding contracts which may be on a competitive basis..
- E. Develop a budget for purposes of carrying out the duties of the WDBCCC subject to the approval of the Contra Costa County Board of Supervisors. The WDBCCC may solicit and accept grants and donations from sources other than federal funds.
- F. In partnership with the Contra Costa County Board of Supervisors, conduct oversight with respect to local programs of youth activities and local employment and training activities for employers,

**Workforce Development Board Of Contra Costa County (WDBCCC)
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adults, and youth at the one-stop centers in the LWDA.

- G. Negotiate and reach agreement on WIOA local performance measures with the Contra Costa County Board of Supervisors and the Governor, and certify comprehensive One Stop Center(s).
- H. Assist the Governor in the development of a statewide employment statistics system (e.g., labor market information system pursuant to the Wagner-Peyser Act).
- I. Coordinate workforce development activities carried out in the LWIA with economic development strategies and develop other employer linkages.
- J. Promote the active participation of the private sector in the local workforce investment system.

ARTICLE III - MEMBERSHIP

- A. Members of the WDBCCC shall be appointed by the Contra Costa County Board of Supervisors in accordance with federal and state law, and as further described below in Article III, Paragraphs B, and C.
- B. Membership of the WDBCCC shall be composed as follows:
 - 1. Majority business members who are individuals with optimum policymaking or hiring authority on behalf of the entity he or she represents (50% + 1) and are:
 - a. Business owners, or
 - b. Chief executives, or operating officers, or
 - c. Other business executives, or
 - d. Employers.
 - 1. These representatives shall include a representative(s) of small businesses
 - 2. Private sector representatives may be from organizations representing businesses, that provide employment opportunities in the Contra Costa County workforce area, in in-demand industry sectors or occupations or provide employment opportunities that, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area
 - 2. Workforce representatives who shall comprise at least 20% of local board members, including the following provisions:
 - a. Two (2) or more of the members must be representatives of labor.
 - b. One (1) or more of the members must be representatives of a joint labor-management, or union affiliated, registered apprenticeship program in Contra Costa County, who is a training director or a member of a labor organization.
 - c. To meet the twenty percent (20%) requirement the Board may include one or more representatives of community-based organizations (CBO) who:

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1. Have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans, or;
 2. Provide or support competitive integrated employment for individuals with disabilities; or;
 3. Represent organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
3. Representatives of entities administering education and training activities in Contra Costa County, who shall include
- a. A representative of eligible providers administering adult education and literacy activities under WIOA title II, and;
 - b. A representative of institutions of higher education providing workforce investment activities (including community colleges)
 1. This category of membership may include representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
4. Representatives of governmental and economic and community development entities who shall include
- a. A representative of economic and community development entities
 - b. A representative from the State Employment Service Office under the Wagner-Peyser Act
 - c. A representative of the programs carried out under title I of the Rehabilitation Act of 1973
 - d. This category of members may include representatives of agencies or entities administering programs in Contra Costa County relating to transportation, housing, and public assistance, or representatives of philanthropic organizations serving Contra Costa County
5. Such other individuals or representatives of entities, as the chief elected official for Contra Costa County determines to be appropriate.
- C. To be eligible for appointment to the WDBCCC, members must be nominated as set forth below for the category to which they are appointed:
1. Nominations to the private sector seats on the WDBCCC shall:
 - a. Be made by business, professional and/or trade organizations in the Contra Costa County area. There shall be at least one nomination for each vacancy.
 - b. Be a result of recruitments from Chambers of Commerce, trade associations or other business organizations.

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- c. Be individuals with "optimum policy-making authority." These individual are expected to be able to speak affirmatively on behalf of the entity s/he represents and to commit the entity to a chosen course of action.
 - d. Include representatives from small business.
 - e. Include representatives from the industry clusters identified by Contra Costa County labor market information research.
 - f. Include representatives to provide for geographic representation from all parts of Contra Costa County.
 - g. Include representatives who have an expressed interest and expertise in the economy of the County.
2. Representatives of labor organizations shall be nominated by local labor federations or other representatives of employees where there are no labor federations.
3. Nominations to the Adult and Family Literacy seat shall be solicited from the local providers of Adult and Family Literacy in the Contra Costa County workforce development area. .
4. Economic development agency members shall be selected from:
- a. An entity representing economic development in Contra Costa County
5. Appointment of such other representatives of organizations referred to in WIOA as flex seats shall be selected from:
- a. An individual having "demonstrated experience and expertise" in the field of workforce development; and/or
 - b. An individual who contributes to the field of workforce development, human resources, training and development, or a core program function or;
 - c. An individual who the Local Board recognizes for valuable contributions in education or workforce development related fields.
- D. Members of the WDBCCC shall either reside in or be representatives of businesses, organizations or agencies with interests that are located within the LWDA boundaries.
- E. Seat terms shall be staggered and of four years' duration. The term of each seat will commence on July 1st and terminate on June 30th four calendar years later.
- F. The WDBCCC may recommend to the Contra Costa County Board of Supervisors changes to the size and composition of its membership, provided that two-thirds of its members have voted to recommend the change. Recommended changes to size and composition of the WDBCCC membership must be approved by the Contra Costa County Board of Supervisors.
- G. The members of the WDBCCC shall not be paid for their services, but shall be reimbursed for their necessary and actual expenses incurred in the performance of their duties connected with their activities or responsibilities under the WIOA and/or other programs under the purview of the

**Workforce Development Board Of Contra Costa County (WDBCCC)
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WDBCCC. All requests for reimbursement must be submitted in accordance with approved travel and expense reimbursement policies and procedures of the WDBCCC's respective administrative entity.

ARTICLE IV: DUTIES OF MEMBERS

- A. Members shall attend meetings of the WDBCCC and of committees to which they are appointed. The Executive Committee shall routinely review member attendance at WDBCCC and committee meetings.
- B. Members shall notify the Executive Director and/or staff of the WDBCCC, of any expected absence for a meeting at least 48 hours before a regularly scheduled WDBCCC or Committee meeting, indicating good and sufficient reasons for the absence. Such notification may be direct or through staff of the WDBCCC.
- C. Each member of the WDBCCC should serve on at least one standing committee as necessary.

ARTICLE V - OFFICERS AND ELECTIONS

- A. At a minimum, there shall be a Chairperson and Vice-Chairperson. Additional officers (if any) shall be determined by the WDBCCC membership. Any two officer positions, except those of the Chairperson and Vice-Chairperson, may be held by the same person. Whenever possible, the outgoing Chair will continue to serve as an active board member as the Past Chair for at least one year.
- B. The Chairperson shall preside at all WDBCCC meetings, represent the WDBCCC whenever the occasion demands, appoint members to committees, and call special meetings at any time necessary.
- C. The Vice-Chairperson(s) shall assist the Chairperson and assume all the obligations and authority of the Chairperson in his/her absence, and shall chair the Executive Committee. In the event that the Vice-Chairperson(s) are not available, the Past Chair shall serve in this capacity.
- D. The Chairperson and Vice-Chairperson(s) of the WDBCCC will be selected from among business members. If there is no Vice Chairperson, the Chair shall appoint a Vice Chairperson on a quarterly rotating basis. In making such appointments, the Chair will give preference to eligible Committee Co-Chairs.
- E. A WDBCCC member may serve as Chairperson for a period of no longer than two (2) years and as a Vice-Chairperson for no longer than three (3) years.
- F. Any officer may be removed from office by the affirmative vote of fifty percent (50%) rounded-up, plus one (1) of the full membership for conduct, activities or interest detrimental to the interest of

**Workforce Development Board Of Contra Costa County (WDBCCC)
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the WDBCCC, in accordance with Article X, Section C.

- G. A Nominating Committee shall be convened each fiscal year to designate a new slate of officers for the following fiscal year. The Nominating Committee shall be chaired by the Immediate Past Chairperson who shall appoint at least two (2) other Board members, a majority of whom shall represent the business community. In the event the position of Immediate Past Chairperson is vacant, the Chairperson shall appoint the Chair of the Nominating Committee.
- H. The period for officer nominations shall commence upon the establishment of the Nominating Committee and will close 30 days prior to the final regularly scheduled full board meeting of the fiscal year.
- I. A report from the Nominating Committee on selection of officers shall be provided to the members in advance of officer elections and made available to the public. Additional nominations from the floor will be accepted by the chair or acting chair of the WDBCCC before the vote takes place.
- J. An election of officers shall be held no later than the final regularly scheduled full WDBCCC meeting of the fiscal year, though the election date may be changed in any given year if formally determined necessary by the WDBCCC membership. Officers shall be elected by a majority vote of the members present.
- K. Officers' terms will commence on July 1 and end on June 30 of the following calendar year.

ARTICLE VI - VACANCIES

- A. The WDBCCC or its Executive Committee shall review scheduled and unscheduled membership vacancies as they occur and assess associated needs with appointing a replacement. The WDBCCC and Executive Committee shall consider applicable federal, state, and local membership guidelines in formulating a recommendation for review. A majority vote of members present at a WDBCCC or WDBCCC Executive Committee meeting is needed to affirm the recommendation.
- B. The WDBCCC Chairperson shall immediately report to the Contra Costa County Board of Supervisors any unscheduled vacancy.
- C. A vacancy in any officer position may be filled by the WDBCCC for the unexpired term of the position by a majority vote of the members attending a called meeting of the full WDBCCC membership or the WDBCCC Executive Committee.
- D. Nominations for appointment to the WDBCCC shall be made in accordance with the Workforce Innovation and Opportunity Act. Nominees will be presented by the WDBCCC to the appropriate committee of the Contra Costa County Board of Supervisors' for review and advancement to the Board of Supervisors for final appointment to the WDBCCC.

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ARTICLE VII – MEETINGS, QUORUM REQUIREMENTS, AND RULES OF PROCEDURE

- A. All WDBCCC meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq., as amended and the Contra Costa County Better Government Ordinance (BGO). Meetings held at a location within Contra Costa County, California that satisfies the access requirements of the Americans with Disabilities Act.
- B. Regular meetings of the WDBCCC shall be held at least once each calendar quarter, and shall be conducted in accordance with all applicable federal, state and local laws.
- C. Special or emergency meetings of the WDBCCC may be called at any time by the Chairperson, the Executive Committee, or upon written request of at least a majority of WDBCCC members. Notice of a special or emergency meeting will include the time, date, place, and purpose. The notice, time permitting, shall be not less than one working day before such meeting date. All meetings will be subject to applicable laws and ordinances.
- D. Alternative technological means such as telephone or video conferencing may be used at a WDBCCC standing or ad hoc meeting as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- E. Fifty percent (50%) rounded-up of the filled number of seats will constitute a quorum of the full WDBCCC or a WDBCCC committee. In the absence of 50 percent rounded-up in attendance, the meeting shall be cancelled no later than thirty (30) minutes after scheduled meeting time provided that entire WDBCCC has been given proper notice as stated in these bylaws.
- F. When issues arise that require members to recuse themselves from the voting process and there is not a quorum due to a conflict of interest, the vote shall be moved to another meeting when there are sufficient unconflicted members to vote.
- G. When a quorum is present, each regular voting member shall have one (1) vote when present. No proxies or absentee votes shall be permitted. A quorum must be maintained at all times for voting purposes. .
- H. All meetings of the WDBCCC and its committees shall be guided by the current edition of Roberts Rules of Order, Revised.
- I. The WDBCCC shall be governed in its activities by all applicable laws, regulations and instructions.

ARTICLE VIII - COMMITTEES

- A. The WDBCCC Chairperson may establish Standing Committees, Ad Hoc Committees and Task Forces as necessary and shall designate the chairpersons.

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- B. The size and purpose of each Standing or Ad Hoc Committee shall be determined by the WDBCCC Chairperson, in consultation with any designated Committee Chairperson(s). Every effort shall be made to ensure that each Standing committee is comprised of five (5) or more members of the WDBCCC.
- C. Each WDBCCC Standing Committee will have a minimum of one (1) chairperson with responsibility for conducting the regular business of that respective committee.
- D. Any WDBCCC member may serve as a Committee Chairperson or Co-Chairperson. WDBCCC members may serve as Chairs of a single WDBCCC Standing Committee for a period or no more than two (2) years.
- E. There shall be an Executive Committee composed of the WDBCCC Chairperson, the Vice-Chairperson(s), and a past WDBCCC Chairperson, one (1) to two (2) voting members-at-large, and the Chairpersons of Standing Committees. In the event a past Chairperson is not available, the Chair may appoint an additional member-at-large. At least fifty percent (50%) plus one of the Executive Committee members shall be business member representatives.
- F. The Executive Committee shall meet at a regularly scheduled time and is authorized to act on behalf of the Workforce Development Board on those matters delegated to it by the WDBCCC. For those matters not delegated to it by the WDBCCC, the Executive Committee is authorized to meet and act on behalf of the WDBCCC at such times as may be determined necessary by the Chairperson, provided that such actions taken by the Executive Committee shall be ratified by the WDBCCC at its next regularly scheduled meeting.

The responsibilities of the Executive Committee shall include:

- Approving annual budgets and forwarding to the WDBCCC for review;
- Obligating and approving awards of contracts, grants, and/or other funding related to programmatic and/or operational objectives (requires a 2/3 vote of Executive Committee members present for approval) before the recommendation to the Board of Supervisors;
- Hearing budget related matters and forwarding appropriate items to the WDBCCC
- Developing legislative/advocacy platforms and position statements
- Developing operational and policy objectives
- Appointing non-WDBCCC members to serve on WDBCCC Standing committees. These members may vote on matters put forth to the respective WDBCCC committee(s), but they are not voting members of the WDBCCC.
- Recommending membership appointments and resignations from the WDBCCC to the Board of Supervisors as necessary

At least once a year the Executive Committee will be charged with examining WDBCCC planning documents and priorities. The Executive Committee will coordinate committee activities, review committee reports and provide recommendations and advice to the WDBCCC on all matters within the jurisdiction of the bylaws.

**Workforce Development Board Of Contra Costa County (WDBCCC)
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ARTICLE IX - STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

Members of the Workforce Development Board will:

- A. Avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain by recusing themselves from the discussion and action taken.
- B. Exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- C. Disclose potential financial conflict of interest by filing Form 700 and all other necessary and required documents
- D. Not solicit or accept money or any other consideration from any person for the performance of an act reimbursed in whole or part with Workforce Innovation and Opportunity Act funds.
- E. Not participate nor vote on contracts or grants relating to services provided by that member or the entity he or she represents, if the member or the entity financially benefits from the decision.
- F. Abide by all conflict of interest codes and attend requisite training.

ARTICLE X - TERMINATIONS

Any member may be terminated from membership on the WDBCCC by one of the following actions:

- A. Resignation. Resignation of WDBCCC members should be effected by a written letter of resignation submitted to the Chairperson of the WDBCCC and the Contra Costa County CEO.
- B. Failure to attend three consecutive regularly scheduled full WDBCCC and/or committee meetings, excessive excused absences from regularly scheduled WDBCCC and/or committee meetings, or failure to resign when he/she ceases to be a representative of the group from which he/she was selected. Said conduct shall automatically be reviewed by the WDBCCC Executive Committee, which in turn shall present a recommendation to the WDBCCC. A majority vote of the WDBCCC membership is needed to affirm the recommendation.
- C. For conduct, activities, or interest detrimental to the purpose of the WDBCCC. Said conduct is subject to review by the Executive Committee, which in turn shall present a recommendation to the WDBCCC. An affirmative vote of fifty percent (50%) rounded-up, plus one (1) of the full membership is needed to ratify the recommendation.

**Workforce Development Board Of Contra Costa County (WDBCCC)
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ARTICLE XI - AMENDMENTS

These bylaws may be altered, amended or repealed at any regular meeting of the WDBCCC by a vote of two-thirds (2/3) of the voting members present where there is a quorum, provided notice of the proposed change shall have been disseminated to each representative no less than seven (7) days prior to such meeting.

Adopted by Workforce Development Board on **August 2, 2016**

Approved by the Contra Costa County Board of Supervisors on **July 18, 2017**

Application Form

Profile

Douglas _____ R _____ Lezameta _____
 First Name Middle Initial Last Name

_____ 101 _____
 Home Address Suite or Apt

Concord _____ CA _____ 94520 _____
 City State Postal Code

 Primary Phone

 Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Hispanic Chamber of
 Commerce Contra Costa
 County _____ President _____
 Employer 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 #: 25-4659

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: Accept Board Resignation/Withdrawal



Date: November 4, 2025

TO: Full Board/Executive Committee

FROM: *RSoriano*
Rochelle Martin-Soriano
WDB Staff

RE: **BOARD RESIGNATION – EDUCATION & TRAINING SEAT #4
(WAGNER PEYSER)**

On October 10, 2025, the WDB Board Secretary received an email from Board Member Richard Johnson, Employment Program Manager II at EDD, formally submitting his resignation due to retirement. This serves as a request to vacate Education and Training Seat #4 (Wagner-Peyser), effective immediately.

/rms



Date: November 4, 2025
TO: Full Board/Executive Committee

FROM: *RSoriano*
Rochelle Martin-Soriano
WDB Staff

RE: **WITHDRAWAL OF BOARD APPLICATION – BUSINESS SEAT # 8**

To formally withdraw Brandy Leidgen application for the Workforce Development Board due to an unforeseen employment conflict that has arisen. Unfortunately, this conflict will prevent her from being able to fully meet the responsibilities and time commitments required of a board member. This serves as a request to vacate Business Seat #8, effective immediately.

/rms



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4660

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

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

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Triennial Sunset Review of Appointed Boards, Committees, and Commission Phase III**

RECOMMENDATION

That the Full Board/Executive Committee approve the 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

Following Board approval, the completed survey will be submitted to the Clerk of the Board by December 1, 2025 for filing and including in official record.

ATTACHMENTS

A1a Triennial Sunset Review of Appointed Boards, Committees, & Commissions Phase III (Program Years 2022, 2023, & 2024) - Final

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?** 20 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, handwrite, 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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4661

Agenda Date: 11/4/2025

Agenda #:

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Vee Clapp, WOA Adult/Dislocated Worker Program Manager
RE: **Approve Selection of Workforce Innovation & Opportunity Act (WIOA) Adult Pre-Apprenticeship Services Provider (RFP #1225)**

RECOMMENDATION

That the Full Board/Executive Committee approve:

- 1) The selection of the WIOA Adult Pre-Apprentice Service Provider
- 2) The Workforce Development Board of Contra Costa County (WDBCCC) to enter contract negotiations and execute a contract with the awarded organization Pittsburg Power in an amount not to exceed \$300,000.

BACKGROUND AND DISCUSSION

The Full Board approved release of RFP #1225 on May 7, 2024 for program year (PY) 2025-2026. RFP This WIOA-funded RFP provides Pre-Apprenticeship training services to low-income individuals and other WIOA priority populations in East Contra Costa County. The proposed investment aligns with the Board’s strategic priorities:

1. Services to priority populations
2. Alignment of training investments with priority industry sectors and employer demand

CURRENT SITUATION

WDBCCC received two proposals and distributed them to a team of Reader/Raters for evaluation. The following is an overview of proposals received:

Proposals received	Reader/Rater Avg Score	Geographic Region	Proposed number to be served
Pittsburg Power	84%	East County	40
Opportunity Junction	83%	East County	45

FISCAL IMPACT

\$300,000 of WIOA Adult funding included in the adopted budget for FY 2025/2026 for the provision of contracted WIOA Adult Pre-Apprenticeship Services.

SCHEDULE

The contract will move to the Board of Supervisors for approval.

For any questions, please contact Verneda (Vee) Clapp, Adult Program Manager at 925-655-3807 or email at yclapp@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4662

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve a contract extension for the American Job Center of California (AJCC) Career Services, maintaining current terms and services through June 2027

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Vee Clapp, Adult/Dislocated Worker Program Manager
RE: **Approve a contract extension for the American Job Center of California (AJCC) Career Services, maintaining current terms and services through June 2027.**

RECOMMENDATION

1. That the Full Board approves the extension of the current AJCC WIOA Career Services contract with Rubicon Programs until June 2027.
2. That the Full Board approves postponing the release of the procurement for AJCC Career Services by one year.

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 career services under the Local Area. The current contract is set to expire on June 30, 2026. Under WIOA requirements, the WDB had planned to issue an RFP for services beginning July 1, 2026. However, in response to the recent government shutdown and delays in the Supplemental Nutrition Assistance Program (SNAP), this action is directly related to an exceptional activity necessary for shutdown preparations. Due to the public exigency, the normal competitive solicitation process (WSD22-13) cannot be delayed, allowing the Board to bypass competitive bidding and award a contract directly to a provider. This non-competitive award is limited to the duration of an emergency or exigent circumstance, and the contract’s scope will maintain the current terms and services needs for one (1) year.

FISCAL IMPACT

The proposed action is 100% funded through WIOA, with a total allocation of \$1,400,000 from the Board’s adopted budget. No additional Fund contribution is required.

SCHEDULE

Staff have developed a tentative schedule for releasing the RFP; however, they will continue to closely monitor the effects of the shutdown, customer service demands, and other factors to ensure that reliable services remain available to all customers.

Proposed timeline:

Release of RFP	May 2026
RFP Responses due	June 2026
Evaluation of Responses	July 2026
Recommendation to Executive Committee	August 2026
Contract Negotiations	September 2026
Board of Supervisors Authorization	October 2026
Contract Start date	July 1, 2027

CUSTOMER IMPACT

The government shutdown, delays in Supplemental Nutrition Assistance Program (SNAP) benefits, and the potential interruption of other public assistance programs represent an unforeseen event that poses an immediate risk to both our employees and the customers we serve. Given this urgent situation, postponing competitive bidding is necessary to prevent significant disruption to financial operations, service delivery, and the work of those implementing these programs.

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 #: 25-4663

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: Accept James Irvine Foundation Grant and Advancement of Nonprofit Workforce Intermediary Initiative

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Accept James Irvine Foundation Grant and Advancement of Nonprofit Workforce Intermediary Initiative**

RECOMMENDATION

Staff recommend the Full Board/Executive Committee:

1. Accept and Authorize to receive \$300,000 from James Irvine Foundation Better Careers grant for the term of 24 months.
2. Authorize the Executive Director to sign the grant agreement, enter into subcontracts as necessary, and take any other actions necessary to implement the grant.

BACKGROUND

On February 5, 2019, the Workforce Development Board of Contra Costa County (WDBCCC) approved the pursuit of a Public Benefit Corporation (501(c)(3)) to support the mission, vision, and strategic priorities of the Board. This action authorized staff to seek approvals from the Employment & Human Services Department (EHSD), County Administrator, and Board of Supervisors to establish an affiliated nonprofit entity. Subsequently, on August 6, 2019, the Board reaffirmed this direction by approving the submission of Articles of Incorporation for the nonprofit entity, thereby advancing the infrastructure required to form an independent workforce-supporting organization.

In alignment with this previously granted authority, County Counsel has reviewed and approved WDBCCC's request to apply for and accept external grant funding to support the launch of the nonprofit entity.

CURRENT SITUATION

The East Bay Works Forward project partnership comes from a long-standing partnership among Richmond Workforce Board (RWDB), Alameda County Workforce Board, and Oakland Workforce Development Board (OWDB) with WDBCCC is the lead. While each WDB in the region is leading to impactful work at the local level, the State has required the Boards to work together through Regional Planning Units (RPU). The WDB's share data, coordinate strategies, and pool resources. This initiative builds on the foundation of the RPU framework by deepening coordination, clarifying the benefits, aligning resources, and institutionalizing shared strategies that strengthens workforce development across the entire region. The proposed creation of East Bay Works Forward, a nonprofit workforce intermediary, directly addresses this longstanding structural gap. The intermediary will institutionalize a shared approach to regional workforce development—aligning efforts, accelerating innovation, and enhancing systems-change initiatives across Alameda County, Contra Costa County, the City of Oakland, and the City of Richmond

FISCAL IMPACT

Acceptance of \$300,000 in private funding will allow the WDBCCC to implement formalization of a regional workforce intermediary. The funding will be restricted to the program activities. No ongoing WIOA funding commitments are required.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4664

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve /Accept Proposed 2026 WDB Board Committee Meeting Calendar

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Proposed 2026 WDB Board Committee Meeting Calendar**

RECOMMENDATION

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

BACKGROUND AND CURRENT SITUATION

The Workforce Development Board staff customarily develops a meeting calendar based on the agreed-upon frequency and schedule for all board and committee meetings, with adjustments made as necessary to account for holidays.

From time to time, circumstances such as lack of quorum or the need for emergency actions have required deviations from the published schedule.

Upon approval, the proposed Workforce Development Board Committee Calendar for the 2026 meeting schedule is as follows:

FULL BOARD /*EXECUTIVE COMMITTEE

*The * EXECUTIVE COMMITTEE will convene only if needed.*

(3rd Wednesday in Mar., June, Sept., and Dec. of the third month of each quarter from 12:00 pm to 2:00 pm or 3:00 pm to 5:00 pm)

- Wednesday, March 18, 2026
- Wednesday, June 17, 2026
- Wednesday, September 16, 2026
- Wednesday, December 16, 2026

YOUTH COMMITTEE - (3rd Wednesday of the first month of each quarter from 12:00 pm to 1:30 pm)

- Wednesday, January 21, 2026
- Wednesday, April 22, 2026
- Wednesday, October 21, 2026

BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE - (3rd Wednesday of the second month of each quarter from 12:00 pm to 1:30 pm or 3:00 pm to 4:30 pm)

- Wednesday, February 18, 2026
- Wednesday, May 20, 2026
- Wednesday, November 18, 2026

MERGED YOUTH AND BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE MEETING

- Wednesday, August 19, 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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4665

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: Measure X Youth Centers Update

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: LaTosha Stockholm, Administrator
RE: **Measure X Youth Centers Update**

BACKGROUND

On April 23, 2025, the Youth Committee approved issuance of award letters to organizations selected to provide programming and services to youth 12-18 under the Measure X Youth Centers Project in Districts 3, 4 and 5. Following this approval, contract negotiations with the awarded organizations have been completed and contracts are in progress.

Measure X Youth Center Services Contracts

Contractor: [Ambrose Recreation and Park District](#)

Budget: \$568,900.00

Service Districts: 5

Service Location: 3105 Willow Pass Road, Bay Point

Services Provided: Academic Support and Youth Leadership Services (community service projects, leadership development, enrichment field trips and events, environmental advocacy activities, tutoring.

Contract Term: 7/1/25-6/30/27

Contractor: [Bay Area Community Resources](#)

Budget: \$434,866.00

Service Districts: 3

Service Location: 4051 Lone Tree Way, Suite B, Antioch

Services Provided: Youth Employment and Job Readiness Services (career exploration and exposure for 12-13 yr, 14-15yr; job readiness training for 14-15 yr; career training and individualized career coaching for 16-18 yr; paid internships for 16-18yr.)

Contract Term: 7/1/25-6/30/27

Contractor: [East Oakland Youth Development Center](#)

Budget: \$434,419.20

Service Districts: 3

Service Location: Dozier-Libbey Medical High School, 49000 Sand Creek Rd., Antioch

Services Provided: Youth Sports and Fitness with integrated Youth Employment and Job Readiness services. All basketball. Paid internships for high school students. Using Job Training for Success curriculum.

Contract Term: 7/1/25-6/30/27

Contractor: Improve Your Tomorrow

Budget: \$434,864.00

Service Districts: 3, 5

Service Location: Black Diamond and Pittsburg High Schools, Pittsburg

Services Provided: Academic Support Services (individualized mentorship, academic tutoring and study halls, college tours, social emotional learning and leadership development, parent and family engagement).

Contract Term: 7/1/25-6/30/27

Contractor: Independent Arts & Media

Budget: \$869,732.00

Service Districts: 3, 5

Service Location: Pittsburg Library 80 Power Ave, Pittsburg and Antioch Library, 501 W. 18th Street Antioch

Services Provided: Spoken word, poetry, and music workshops by professional poets, spoken word artists, and community advocates. Restorative listening discussions to identify youth needs.

Contract Term: 7/1/25-6/30/27

Contractor: People Who Care Children Association

Budget: \$299,274.00

Service Districts: 5

Service Location: 2231 Railroad Avenue, Pittsburg

Services Provided: Introduce youth to careers in sustainability and public service. Career exploration; hands-on Green activity; career readiness; financial literacy; mental health. Outreach at Pittsburg school, Youth stipends for participation.

Contract Term: 7/1/25-6/30/27

Contractor: Community Youth Center

Budget: \$1,344,598.00

Service Districts: 4

Service Location: 1381 Galaxy Way, Concord

Services Provided: sports and fitness, academic support, and mentorship services. Basketball fundamentals and skill development; pool cross-training, lap swim, water safety, and stroke instruction; strength and conditioning; dance classes in jazz, ballet, modern, tap, and hip hop. One-on-one mentorship, music therapy. Drop-in academic tutoring. Serve as Site Operator for District 4 Youth Center.

Contract Term: 9/1/25-8/31/27

Contractor: Making Waves Education Foundation

Budget: \$207,433.00

Service Districts: 4

Service Location: CYC, 1381 Galaxy Way, Concord

Services Provided: Career exploration program for youth 12-15, work-based learning for youth 16-18, drop-in career guidance, digital career services.

Contract Term: 9/1/25-8/31/27

Contractor: Northern California Family Center

Budget: \$1,284,598.00

Service Districts: 3, 4, 5

Service Location: CYC, 1381 Galaxy Way, Concord (subcontractors with different physical locations)

Services Provided: Mental health including therapy, counseling, crisis counseling. Medi-Cal linkage and enrollment. Substance use disorder prevention education and treatment; psychiatric assessments; prescription of psychotropic medication.

Contract Term: 7/1/25-8/31/27

Contractor: YMCA of the East Bay

Budget: \$83,398.00

Service Districts: 5

Service Location: 340 Marina Boulevard, Pittsburg

Services Provided: Youth leadership programming including understanding civic engagement, legislation, debate, critical thinking, public speaking.

Contract Term: 7/1/25-6/30/27

NEXT STEPS

A communications plan will be implemented to guide the rollout and ensure community awareness and engagement. The Board will be informed of the details of this plan once finalized. The upcoming communications plan will ensure that youth, families, and community stakeholders are aware of available services and opportunities.

For any questions, please contact LaTosha Stockholm, Administrator, Measure X Youth Centers Project Manager at 925-655-3816 or email at lstockholm@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4666

Agenda Date: 11/4/2025

Agenda #:

Advisory Board: Workforce Development Board

Subject: Employment and Training Pathways Program Grant PY 2025-2026

DATE: November 4, 2025
TO: Full Board/Executive Committee
FROM: Maureen Nelson, Administrator
RE: **Employment and Training Pathways Program Grant – PY 25-26**

BACKGROUND

On October 29, 2025, the Employment Development Department (EDD), in coordination with the Labor and Workforce Development Agency, released Workforce Services Information Notice WSIN25-09 to announce the availability of up to \$16.3 million in *Workforce Innovation and Opportunity Act* (WIOA) Title I Governor’s discretionary funds, made available through the Employment and Training Pathways Program (ETPP) for Program 2025-26 (PY 25-26) Solicitation for Proposals (SFP).

The ETPP is a strategic initiative designed to expand access to high-quality, career-connected learning opportunities for Californians who face systemic barriers to employment. Building on the lessons learned from prior investments, leveraging other state investments, aligning with the Governor’s priorities, and informed by stakeholder feedback, the ETPP aims to train and place individuals in jobs and career pathways leading to family self-sufficiency, and strengthen regional workforce ecosystems through targeted investments and collaboration in education, training, and supportive services.

These programs will serve four of California’s most vulnerable populations: English Language Learners (ELLs); justice-involved individuals; opportunity young adults (OYA) who are not working, working in low-wage occupations, pattern of intermittent employment, or not in school; and veterans helping them achieve economic self-sufficiency and life stability.

ELIGIBLE APPLICANTS

Eligible applicants include Local Workforce Development Areas (Local Areas) or boards, adult/education and training providers, community colleges, private non-profit organizations, tribal organizations, faith-based organizations, public agencies (local governments, and CBOs are eligible to apply. Individuals are not eligible to apply. Individuals are not eligible to apply.

DEADLINES AND IMPORTANT DATES

- **Proposal Submission:** Proposals must be received by 3 p.m. PT on December 8, 2025.
- **Informational Webinar:** An informational webinar will be held on November 13, 2025, at 1:30 p.m. PT. Attendees must [preregister](#) by 1 p.m. PT on November 13, 2025.
- **Notice of Intent to Apply:** The EDD encourages applicants to submit a Notice of Intent to Apply by email to WSBSFP3@edd.ca.gov by 12 p.m. PT on November 20, 2025.

To view this SFP, visit the [EDD Workforce Development SFP](#) webpage.

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