



# CONTRA COSTA COUNTY

## AGENDA

### Workforce Development Board

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Wednesday, August 20, 2025

12:00 PM

4071 Port Chicago Hwy., #250  
Conference Room A, Concord  
Zoom Meeting ID: 893 7697 3500  
Passcode: 805001

Zoom:  
[https://us06web.zoom.us/j/89376973500?  
pwd=9E9sYBxX9NxGqftDwloaJaKmfY  
b5Zg.1](https://us06web.zoom.us/j/89376973500?pwd=9E9sYBxX9NxGqftDwloaJaKmfYb5Zg.1)

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#### Youth Committee

#### 12:00 PRESENTATION ITEM

P1 Lindy Johnson: Director of External Affairs, Contra Costa Transportation Authority 25-3334

**Attachments:** P1 - Presenter Intro - Lindy Johnson- Contra Costa Transportation Authority

#### 12:35 CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST PUBLIC COMMENT INTRODUCTIONS

#### 12:40 CONSENT AGENDA

C1 Approve April 23, 2025 Youth Committee Minutes 25-3328

**Attachments:** C1 - 04.23.2025 Youth Committee Minutes

#### 12:45 UPDATES

U1 Meeting Notices and Legistar 25-3357

**Attachments:** U1 - Meeting Notices and Legistar

U2 WIOA Right to Work Policy Update 25-3331

**Attachments:** U2 - Workforce Policy Bulletin WPB 25-01 - RTW

U3 Measure X Youth Centers Update

U4 Special Projects and Initiatives

25-3373

**Attachments:** U4 - Staff Report Special Projects & Initiatives

1:15 ACTION ITEMS

A1 Youth Committee Slate of Officers

25-3329

**Attachments:** A1 - YC Co-Chair Nomination and Members and Proxies

A2 Approve new WIOA Youth Service Provider

25-3330

**Attachments:** A2 - Funding Recommendation IRC

1:25 CHAIRS' REPORT & NEXT AGENDA ITEMS

1:30 ADJOURN

Future Youth Committee Meeting: Wednesday, November 19, 2025

Full Board Meeting: Tuesday, November 4, 2025

*Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 96 hours prior to that meeting are available for public inspection at 4071 Port Chicago Highway, Concord during normal business hours.*

*America's Job Center of California (AJCC) WIOA Title I financially assisted programs or activities are on equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925-655-3800.*



# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

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**File #:** 25-3334

**Agenda Date:** 8/20/2025

**Agenda #:**

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**DATE:** August 20, 2025  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Youth Program Manager  
**RE:** **Contra Costa Transportation Authority**

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#### BIOGRAPHY OF SPEAKER



Lindy Johnson is the Director of External Affairs for the Contra Costa Transportation Authority, where she oversees community engagement, strategic communications, and government affairs.

Before joining CCTA in 2023, Lindy was Vice President at the East Bay Leadership Council and Contra Costa Economic Partnership, where she managed a portfolio of projects and programs, including leading the organization's policy research and advocacy strategy.

Her professional background includes working for other special districts and local elected representatives. She holds a BA in Literature and a Master's degree in Public Administration.

For any questions, please contact Noramah Burch, Youth Program Manager at 925-671-4532 or email at [nburch@ehsd.cccounty.us](mailto:nburch@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

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**File #:** 25-3328

**Agenda Date:** 8/20/2025

**Agenda #:**

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## Youth Committee Minutes

Wednesday, April 23, 2025

The Youth Committee met on Wednesday, April 23, 2025, at 4071 Port Chicago Highway, Suite 250, Conference Room A, Concord and via Zoom. Chair Michael McGill called the meeting to order at 12:05 pm and reminded everyone of the potential conflict of interest.

### **PRESENTATION ITEM**

#### **P1 Contra Costa Water District**

##### **BIOGRAPHY OF SPEAKER**

Steven Currie is a workforce development professional with over 20 years of experience building and implementing career pathway programs and partnerships in the San Francisco Bay Area.

Over the past 10 years, his work has focused on developing internships, community partnerships, career outreach, and employee & organizational development programs and strategies within the water and wastewater sector.

#### **Contra Costa Water District & Water Industry Career Pathways**

##### **MISSION STATEMENT**

The mission of the Contra Costa Water District is to strategically provide a reliable supply of high-quality water at the lowest cost possible, in an environmentally responsible manner.

##### **CCWD INTERNSHIP PROGRAM**

###### **Qualifications and Experience Level**

- Entry Level: Minimal experience and/or education required.  
Example: High School Diploma and one year or more of applicable experience.
- Certificate Based: Specialized education with certificates of completion in field of study combined with varying years of experience.
- Experience Level: In lieu of a degree or a certification, applicable experience (often many years of it) qualifies you for the position.
- Higher Education: A degree in an applicable field and years of experience required.

##### **OPERATIONS & MAINTENANCE CAREERS**

###### **Qualification Category:** Entry Level

**Minimum Qualifications:** Two (2) years of experience in utility and/or public works- related maintenance and construction work.

**Salary:** \$36-43/hour (avg. \$85,000 per year)

- Utility Worker
  - Leak Crew: locate leaking pipes, fix and upgrade pipes and other critical infrastructure, and support crew leaders and multi-skilled equipment operators.
  - Canal: Maintain the operation of the Contra Costa Canal

###### **Qualification Category:** Certification & Experience Based

**Minimum Qualifications:** One (1) year of experience operating and driving dump trucks, backhoes, boom trucks, and trucks pulling trailers. Certification: Class A, Service Truck Crane, Certification of Crane Operators, and Telescoping Boom Fixed Cab.

**Salary:** \$36-43/hour (avg. \$104,000 per year)

- Multi-Skilled Equipment Operator: Locate, isolate and fix leaks in the system. Operate equipment to safely gain access to the leaking pipes.

## **OTHER CAREERS**

- Assistant Watershed Resources Specialist
- Chemist/Microbiologist
- Public Information Specialist
- Payroll Analyst
- IT Specialist
- Human Resources Technician

Apply for Jobs at CCWD Visit **[ccwater.com/employment](http://ccwater.com/employment)** to view open positions

Sign up at **[governmentjobs.com](http://governmentjobs.com)** to receive notifications of openings, interested at CCWD and other public agencies.

## **PUBLIC COMMENT**

Jenny Balisle, Executive Director of Arts Contra Costa County

We're working on a Youth Arts Connection Strategic Plan we believe that young people are not just the leaders of tomorrow – they are the changemakers of today. That's why we're inviting you to play a key role in creating a Youth Strategic Plan that reflects your ideas, values, and vision for the future. Whether you're passionate about education, mental health, employment, climate action, or community inclusion your perspective is needed and valued.

## **ATTENDANCE**

MEMBERS PRESENT: Michael McGill, Bill Mahoney, Alison McKee, Heather Fontanilla, Mayling Alvarado, Gina Del Carlo Alejandra Chamberlain (Proxy), Tara Sanders (Proxy)

MEMBERS ABSENT: Tom Hansen, Drew Douglass, Lynn Mackey, Shawn Einck

OTHERS PRESENT: Steven Currie, Noelle Simmons, Esther Rojas Soto, Jenny Balisle, Connie Russell, Jose Nicaso, Jareem Gunter, Dawn King, Anita Kassem-Anver, Anna Ramos, Lori Chalifoux, Alicia Nichols, Patrick O'Donnell, Audry Jones

WDB STAFF PRESENT: Tamia Brown, Noramah Burch, LaTosha Stockholm, Ken Austin, Rochelle Soriano, Jon Rodriguez, Serena Moore, Verneda Clapp, Veronica Ramos, Anisa Smith, Marco Patitucci, Charles Brown, Iyadunni Adeyemi, and Davon King

## **CONSENT AGENDA**

### **C1 Approve February 19, 2025 Youth Committee Minutes**

|                |                           |
|----------------|---------------------------|
| Motion/Second- | Alison McKee/Bill Mahoney |
| Motion         | Passed                    |

**AYES:** Michael McGill, Bill Mahoney, Alison McKee, Heather Fontanilla, Mayling Alvarado, Gina Del Carlo Alejandra Chamberlain (Proxy), Tara Sanders (Proxy)

**NAYS:** None

**ABSENT:** Tom Hansen, Drew Douglass, Lynn Mackey, Shawn Einck

**ABSTAIN:** None

## **ACTION ITEMS**

### **A1 Approve Selection of WIOA Youth Services Providers**

That the Youth Committee approve:

- 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** Gina Del Carlo/Bill Mahoney  
**Motion** Passed

**AYES:** Michael McGill, Bill Mahoney, Alison McKee, Heather Fontanilla, Mayling Alvarado, Gina Del Carlo, Alejandra Chamberlain (Proxy), Tara Sanders (Proxy)

**NAYS:** None

**ABSENT:** Tom Hansen, Drew Douglass, Lynn Mackey, Shawn Einck

**ABSTAIN:** Heather Fontanilla, Alejandra Chamberlain

## **A2 Approve Selection for Measure X Service Providers**

That the Youth Committee approve:

- 1) Issuance of award letters to organizations named in Section B below to provide programming and services to youth ages 12-18 under the Measure X Youth Centers Project, in Districts 3, 4 and 5.
- 2) WDBCCC staff to enter contract negotiations with awarded organizations and to recommend contracts in a cumulative amount of approximately \$3.2 million per year (based on Board of Supervisors annual allocations) to the Board of Supervisors for approval.
- 3) WDBCCC staff to identify options for contracting with additional service providers to deliver Substance Abuse Services in Districts 3, 4 and 5 and Academic Support Services in District 3.

### **District 3 Scoring Summary**

| <b>Applicant</b>                      | <b>Service Type Funding Pool</b>                         | <b>Aggregate Score (110 possible)</b> | <b>Recommended for Funding (Yes/No)</b> |
|---------------------------------------|--|---------------------------------------|---|
| Improve Your Tomorrow                 | Academic Support   | 105.2                                 | Yes                                     |
| Additional Provider TBD               | Academic Support   |                                       |   |
| Northern California Family Center     | Mental Health/Substance Abuse                            | 85.4                                  | Yes                                     |
| Independent Arts & Media (ARTSCCC)    | Music/Arts/Cultural Programs                             | 91.7                                  | Yes                                     |
| East Oakland Youth Development Center | Sports/Fitness (Integrated Proposal w/ Youth Employment) | 98.3                                  | Yes                                     |
| Bay Area Community Resources          | Youth Employment and Job Readiness                       | 98.9                                  | Yes                                     |

### **District 4 Scoring Summary**

| <b>Applicant</b>                  | <b>Service Type Funding Pool</b> | <b>Aggregate Score* (110 possible)</b> | <b>Recommended for Funding (Yes/No)</b> |
|-----------------------------------|----------------------------------|--|---|
| Community Youth Center            | Academic Support                 | 98.7                                   | Yes                                     |
| Northern California Family Center | Mental Health/Substance Abuse    | 85.4                                   | Yes                                     |
| Community Youth Center            | Mentoring                        | 83.9                                   | Yes                                     |



|                                   |                                    |      |     |
|-----------------------------------|------------------------------------|------|-----|
| Community Youth Center            | Sports/Fitness                     | 86.5 | Yes |
| Making Waves Education Foundation | Youth Employment and Job Readiness | 88.9 | Yes |

#### **District 5 Scoring Summary**

| <b>Applicant</b>                     | <b>Service Type Funding Pool</b>  | <b>Aggregate Score* (110 possible)</b> | <b>Recommended for Funding (Yes/No)</b> |
|--------------------------------------|---|--|---|
| Improve Your Tomorrow                | Academic Support  | 105.0                                  | Yes                                     |
| Northern California Family Center    | Mental Health/Substance Abuse   | 85.4                                   | Yes                                     |
| Independent Arts & Media (ARTSCCC)   | Music/Arts/Cultural Programs  | 91.7                                   | Yes                                     |
| People Who Care Children Association | Youth Employment & Job Readiness (Integrated Proposal with Mental Health/Substance Abuse) | 91.6                                   | Yes                                     |
| YMCA of the East Bay                 | Youth Leadership  | 98.0                                   | Yes                                     |
| Ambrose Recreation & Park District   | Youth Leadership and Academic Support (Integrated Proposal)                               | 82.0                                   | Yes                                     |

#### **Motion/Second Motion**

Tara Sanders/Mayling Alvarado  
Passed

**AYES:** Michael McGill, Bill Mahoney, Alison McKee, Heather Fontanilla, Mayling Alvarado, Gina Del Carlo Alejandra Chamberlain (Proxy), Tara Sanders (Proxy)

**NAYS:** None

**ABSENT:** Tom Hansen, Drew Douglass, Lynn Mackey, Shawn Einck

**ABSTAIN:** Gina Del Carlo

#### **NEXT AGENDA ITEMS:**

1. Advancing Job Quality
2. Co-Chair Selection for Youth Committee
3. WDB Special Projects and Initiatives

**Next Youth Committee Meeting:** May 21, 2025

#### **THE MEETING ADJOURNED AT 1:22 PM**

Respectfully Submitted,  
Rochelle M. Soriano, Board Secretary  
/rms



# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

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**File #:** 25-3357

**Agenda Date:** 8/20/2025

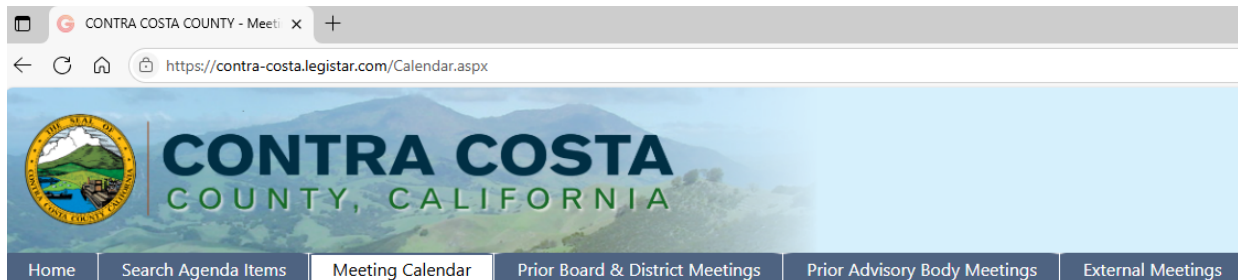
**Agenda #:**

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**DATE:** August 20, 2025  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Youth Program Manager  
**RE:** **How to sign up for WDB Legistar updates**

### WDB UPDATES VIA LEGISTAR – HOW TO SUBSCRIBE

1. To subscribe to Contra Costa County updates about Workforce Development Board meetings, go to our Legistar calendar: <https://contra-costa.legistar.com/Calendar.aspx>
2. At the top of the page in the Email Updates section, fill in your email address and click “submit.”



#### Email Updates

To sign up for email updates or to access your subscriber preferences, please enter your contact information below.

\*Email Address

#### Upcoming Meetings

| Name                                     | Meeting Date | Meeting Time | Meeting Location  |
|--|--------------|--------------|---|
| BOARD OF SUPERVISORS                     | 8/12/2025    | 9:00 AM      | Administration Building 1025 Escobar Street, Martinez   <a href="https://cccounty-us.zoom.us/j/89586041575">https://cccounty-us.zoom.us/j/89586041575</a>   Call in: 888-278-0255 access code 843298# |
| FIRE PROTECTION DISTRICT                 | 8/12/2025    | 1:00 PM      | Administration Building 1025 Escobar Street, Martinez   <a href="https://cccounty-us.zoom.us/j/89586041575">https://cccounty-us.zoom.us/j/89586041575</a>   Call in: 888-278-0255 access code 843298# |
| Contra Costa Council on Homelessness     | 8/12/2025    | 2:00 PM      | Virtual Only: <a href="https://homebaseccc.zoom.us/meeting/register/tZctcOCuqzItGNAB8uy-JVxgIXIKuxUWPYX">https://homebaseccc.zoom.us/meeting/register/tZctcOCuqzItGNAB8uy-JVxgIXIKuxUWPYX</a>         |
| Bethel Island Municipal Advisory Council | 8/12/2025    | 6:00 PM      | 3090 Ranch Lane, Bethel Island, Ca  |

3. After clicking submit, you're taken to a New Subscriber sign-up. Please enter and confirm your email address. You have the option of creating a password.
4. Fill in the capture box with text from the image, check the privacy policy acknowledgment box, and click submit.

ibers/qualify

New Subscriber

Primary Email Address

You must enter a primary email address. You will use this to access and update your subscriptions or modify your subscriber preferences.

Email Address \*

Confirm Email Address \*

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Enter an optional password to add password protection to your subscriber preferences.

Password

Confirm Password

Privacy & Terms

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☐ By checking this box, you consent to our [data privacy policy](#). \*

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YOUTH COMMITTEE  
August 20, 2025

PAGE 2 OF 4

AGENDA ITEM U1  
Legistar

12

5. Next, you can select what County Boards or committees you would like to subscribe to.

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Access your [subscriber preferences](#) to update your subscriptions or modify your password or email address without adding subscriptions.

### Subscription Topics

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- ☐ Affordable Housing Finance Committee
- ☐ African American Holistic Wellness Hub Feasibility Study Steering Committee
- ☐ Airports Committee
- ☐ ALUC
- ☐ Alamo Municipal Advisory Council
- ☐ Alamo Police Services Advisory Committee (CSA P-2B)
- ☐ Alcohol and Other Drugs Advisory Board
- ☐ Assessment Appeals Board
- ☐ Aviation Advisory Committee
- ☐ Bay Point Municipal Advisory Council
- ☐ Behavioral Health Board
- ☐ Bethel Island Municipal Advisory Council
- ☐ BOARD OF SUPERVISORS
- ☐ Byron Municipal Advisory Council
- ☐ Contra Costa Commission for Women and Girls
- ☐ Board of Supervisors - Special Meeting
- ☐ CAL-ID RAN Board
- ☐ Community Advisory Committee
- ☐ Community Advisory Board on Public Safety
- ☐ Contra Costa Resilient Shoreline Committee
- ☐ Community Corrections Partnership
- ☐ Contra Costa Council on Homelessness

6. Scroll all the way to the bottom of the screen to find the Workforce Development Board. After you make your selection, click submit.
- 7.

rr/topics

☐ Los Medanos Health Advisory Committee

☐ Los Medanos Healthcare Operations Committee

☐ Marathon Community Benefits Agreement Review Panel

☐ Measure X Community Advisory Board

☐ Mental Health Commission

☐ Medical Services (CCRMC) Joint Conference Committee

☐ Managed Care Commission

☐ Measure X Community Fiscal Oversight Committee

☐ Mental Health Services Act Advisory Council

☐ North Richmond Municipal Advisory Council

☐ North Richmond Mitigation Fee Committee

☐ Northern Waterfront Economic Development Initiative Ad Hoc Committee

☐ Phillips 66 Community Benefit Agreement Review Panel

☐ Pleasant Hill BART Leasing Authority (PH BART)

☐ Public Protection Committee

☐ Pacheco Municipal Advisory Council

☐ Racial Justice Oversight Body

☐ Rodeo Municipal Advisory Council

☐ Sustainability Committee

☐ Transportation, Water & Infrastructure Committee

☐ Sustainability Commission

☐ Treasury Oversight Committee

☐ Zoning Administrator (ZA)

☒ Workforce Development Board

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3331

**Agenda Date:** 8/20/2025

**Agenda #:**

---



**Workforce Policy Bulletin WPB 25-01**

(update of WPB #06-16 and Operating Guidance re: Verification of Social Security Number and Authorization to Work)

**DATE** July 14, 2025

**TO** Contracted Service Providers

**FROM** Tamia Brown, Executive Director  
Workforce Development Board of Contra Costa County

*MPM for Tamia Brown*

**SUBJECT:** Work Authorization Required for WIOA Enrolled Services  
(Staff Assisted, Individualized, Career Services, Training Services)

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**Purpose**

- To provide direction regarding work authorization verification for programs administered at the federal level by the Employment Training Administration and at the local level by the Workforce Development Board of Contra Costa County.
- To direct providers of WIOA Title I Adult, DW or Youth services to **ensure that participants served are legally authorized to work in the United States.**

**Policy**

Authorization to Work is required for WIOA Title I Adult Dislocated Worker Youth services.

- Staff must verify employment authorization during eligibility determination and prior to providing:
  - Staff Assisted Basic Career Services
  - Individualized Career Services
  - Training Services (except incumbent worker training)
  - Youth Services
- It is strongly recommended that WIOA Orientations be updated to be transparent to potential WIOA Program Applicants about WIOA's right-to-work requirements. Participation in programs and activities or receiving funds under Title I of WIOA shall be available to:
  - Citizens and nationals of the United States



- Lawfully admitted permanent resident aliens
- Refugees
- Asylees and parolees and
- other immigrants authorized by the Attorney General to work in the United States. (WIOA Section 188(a)(5))
- Verification of an individual's authorization to work shall be done using the [USCIS Form I-9 Employment Eligibility Verification](#) form prior to providing WIOA-enrolled Services.
- Verification of right to work must be completed for all participants (regardless of birthplace, citizenship status, etc.) to comply with non-discrimination provisions in Section 188 of WIOA and its implementing regulations 29.CFR part 38 and ensure equal treatment.
- Copies of the proof of authorization to work in the U.S. shall be kept in the participants case file.
- For individuals whose work authorization is temporary, staff must re-verify continued work authorization at least once every 90 days by reviewing documents listed as acceptable on the I-9 form.
- If staff become aware that a participant's employment authorization has expired or been revoked, the participant shall be exited.
- Authorization to work verification is **not** required for basic career services that are self-service or information-only activities.

**Self-Service Basic Career services** – an individual independently uses services at an America's Job Center of California<sup>SM</sup> (AJCC) with minimal or no staff assistance (e.g., self-service labor market research, job search, use of AJCC resource room, referral to a partner program, etc.). Self-service also includes staff establishing access to CalJOBS for an individual or looking up a password. Individuals using self-services only do not count toward performance measures.

A chart that details which services go beyond self-service or information-only services is included as an Attachment to this policy. (Attachment II of TEGL 19-16)

### **Background**

The Employment and Training Administration U.S. Department of Labor released Training and Employment Guidance Letter (TEGL) No. 10-23, Change 2. The new TEGL changes prior guidance to clarify and establish that all participant-level services are considered "federal public benefits" under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996

(PRWORA). Therefore grantees must verify work authorization for all participants served by WIOA.

The overall goal of WIOA is to prepare job seekers and workers for success in the labor market while helping employers hire the skilled workers they need to compete in the global economy. Work authorization verification will focus ETA-administered federal resources on the workers who can ultimately accomplish the congressionally directed goal of employment. Additionally, it will ensure employers have confidence that partnering with the workforce system will help them identify and hire workers who are both equipped with the skills to succeed on the job and legally authorized to work in the United States.

**Attachment:** Participation Level Services Chart

**References:**

- Workforce Innovation and Opportunity Act (WIOA), Pub. L. 113-128, 29 U.S.C. 3101 et seq.;
- Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), Title IV, Pub. L. 104-193, 8 U.S.C. 1601 et seq.;
- The Nondiscrimination and Equal Opportunity Provisions (Section 188) of WIOA available at: <https://www.ecfr.gov/current/title-29/subtitle-A/part-38>;
- Training and Employment Guidance Letter (TEGL) No. 02-14, Eligibility of Deferred Action for Childhood Arrivals Participants for Workforce Investment Act and Wagner-Peyser Act Programs available at: <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidanceletter-no-02-14>;
- TEGL No. 19-16, Guidance on Services through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules available at: <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidanceletter-no-19-16>;
- TEGL 10-23 change 1, Rescission of TEGL No. 10-23: Reducing Admin Barriers to Improve Customer Experience in Grant Programs Administered by ETA; and • Executive Order 14218, Ending Taxpayer Subsidization of Open Borders.

**Attachment II**  
**Participation Level Services Chart**  
**WIOA Title I Adult, Title I Dislocated Worker, and**  
**Title III Employment Service Programs<sup>1</sup>**

| <b>Attachment II</b>   |  |   |  |
|--|--|---|--|
| <b>Adult/DW/ES<br/>Service Type<br/>(WIOA Sec. 134 (c))</b>  | <b>Does this service<br/>trigger inclusion in<br/>participation?</b> | <b>Category of Service (i.e.<br/>Basic, Individualized,<br/>Training)</b> | <b>Applicable PIRL Data<br/>Element Number(s)</b>          |
| Eligibility Determination  | No   | Basic Career Service  | N/A  |
| Outreach, Intake, Orientation  | No   | Basic Career Service  | N/A  |
| Initial assessment of skill<br>levels & supportive service<br>needs  | Yes  | Basic Career Service  | 1003, 1004, 1102   |
| Job search assistance<br>(Self-directed)   | No   | Basic Career Service  | N/A  |
| Job search assistance<br>(Staff-assisted)  | Yes  | Basic Career Service  | 1003, 1004, 1104   |
| Placement assistance<br>(includes “Referred to<br>Employment”)<br>(Staff-assisted)                         | Yes  | Basic Career Service  | 1003, 1004, 1105,<br>1106, 1107, 1108,<br>1109, 1110, 1111 |
| Career Counseling (includes<br>“Staff-assisted career<br>guidance”)  | Yes  | Basic Career Service  | 1003, 1004, 1102   |
| Providing info on in-demand<br>sectors, occupations, or<br>nontraditional employment                       | No   | Basic Career Service  | 1100, 1101   |
| Provision of referrals and<br>associated coordination of<br>activities with other programs<br>and services | No   | Basic Career Service  | 1100, 1101,<br>1113, 1115                                  |
| Provision of workforce and<br>labor market employment<br>statistics information                            | No   | Basic Career Service  | 1100, 1101, 1103   |

<sup>1</sup> Note this this chart does not include all available services that may be provided, but rather those services specifically authorized under WIOA sec. 134(c)(2). Additionally, these services do not indicate whether or not an individual is a participant, but rather which services trigger an individual to become a participant.

| Attachment II  |   |  |   |
|--|---|--|---|
| Adult/DW/ES<br>Service Type<br>(WIOA Sec. 134 (c))   | Does this service<br>trigger inclusion in<br>participation? | Category of Service (i.e.<br>Basic, Individualized,<br>Training) | Applicable PIRL Data<br>Element Number(s) |
| Provision of info on job<br>vacancies  | No  | Basic Career Service   | 1100, 1101, 1103                          |
| Provision of info on job skills<br>necessary to fill vacancies   | No  | Basic Career Service   | 1100, 1101, 1103                          |
| Provision of info on local<br>demand occupations, with<br>earnings, skill requirements,<br>and opportunities for<br>advancement for those jobs | No  | Basic Career Service   | 1100, 1101, 1103                          |
| Provision of performance and<br>program cost info for<br>providers of education and<br>training  | No  | Basic Career Service   | 1100, 1101                                |
| Provision of info on local<br>performance  | No  | Basic Career Service   | 1100, 1101                                |
| Provision of info on<br>availability of supportive<br>services or assistance   | No  | Basic Career Service   | 1100, 1101                                |
| Referral to supportive services  | No  | Basic Career Service   | 1113                                      |
| Provision of information and<br>meaningful assistance filing<br>for UI   | Yes   | Basic Career Service   | 1003,1004, 1112                           |
| Assistance establishing<br>eligibility for financial aid   | Yes   | Basic Career Service   | 1003,1004, 1116                           |
| Comprehensive and<br>specialized assessments   | Yes   | Individualized Career<br>Service                                 | 1004, 1200, 1201                          |
| Development of IEP   | Yes   | Individualized Career<br>Service                                 | 1004, 1200,<br>1201, 1202                 |
| Group Counseling   | Yes   | Individualized Career<br>Service                                 | 1004, 1200, 1201                          |
| Individual Counseling  | Yes   | Individualized Career<br>Service                                 | 1004, 1200, 1201                          |
| Career Planning  | Yes   | Individualized Career<br>Service                                 | 1004, 1200, 1201                          |

| Attachment II  |   |  |  |
|--|---|--|--|
| Adult/DW/ES Service Type (WIOA Sec. 134 (c))   | Does this service trigger inclusion in participation? | Category of Service (i.e. Basic, Individualized, Training) | Applicable PIRL Data Element Number(s)   |
| Short-term prevocational services  | Yes   | Individualized Career Service                              | 1004, 1200, 1201, 1210   |
| Internships and work experiences (including transitional jobs)   | Yes   | Individualized Career Service                              | 1004, 1200, 1201, 1203, 1205, 1211   |
| Workforce preparation activities   | Yes   | Individualized Career Service                              | 1004, 1200, 1201   |
| Financial literacy services  | Yes   | Individualized Career Service                              | 1004, 1200, 1201, 1206   |
| Out-of-area job search assistance and relocation assistance  | Yes   | Individualized Career Service                              | 1004, 1200, 1201   |
| English-language acquisition and integrated education and training programs                                    | Yes   | Individualized Career Service                              | 1004, 1200, 1201, 1207   |
| Follow up services   | n/a (must be a participant first to receive)          | Follow up Service  | 1503   |
| Training services under Sec. 134(c)(3)(D) with exception of Sec. 134(c)(3)(D)(iii) (incumbent worker training) | Yes   | Training   | 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319 |
| Incumbent Worker Training  | No <sup>2</sup>                                       | Training   | 907  |

\*Note: Receipt of any of the three types of services (Basic, Individualized, or Training) makes an individual a “Reportable Individual” while it only takes the receipt of one service that triggers participation to be considered a participant.

<sup>2</sup> While Incumbent Worker Training is not a self-service or information-only service, individuals are not required to meet eligibility requirements for the Adult or Dislocated Worker programs to receive Incumbent Worker Training.



# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

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**File #:** 25-3373

**Agenda Date:** 8/20/2025

**Agenda #:**

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**DATE:** August 20, 2025  
**TO:** Youth Committee  
**FROM:** Anisa Smith, Business Services Representative  
**RE:** **Special Projects & Initiatives**

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## **BACKGROUND**

The Youth Committee meeting members requested more information regarding WDB Special Projects and Initiatives.

### **Special Projects & Initiatives**

#### **California Jobs First and WDB Strategic Knowledge and Outreach:**

California Jobs First enables the WDB to drive inclusive economic development by aligning workforce strategies with regional industry growth. The WDB uses data-driven analysis and stakeholder input to identify priority sectors like healthcare, construction, childcare, and arts and culture. Outreach efforts include employer engagement campaigns, public forums, community surveys, and marketing partnerships. Strategic knowledge is shared through reports, labor market dashboards, and convenings that inform policy and program decisions. These efforts ensure equitable access to economic opportunities while supporting employers' evolving talent needs.

#### **Displaced Oil and Gas Workers Fund (DOGWF)**

The DOGWF project supports workers affected by the decline of the oil and gas industry in Contra Costa County by offering career transition services and job training. Participants receive individualized career coaching, skills assessments, and access to high-demand sector pathways. The project collaborates with local employers, unions, and training providers to ensure job placements align with regional labor market needs. Workforce Development Board (WDB) staff conduct Rapid Response sessions and onsite orientations to directly engage affected workers. The goal is to facilitate long-term, sustainable employment outcomes in clean energy, construction, and other growing industries.

#### *DOGWF – Clean Energy Transition Training Project*

This first-of-its-kind pilot program is being developed in partnership with Viridi, a clean energy employer specializing in advanced battery technology, and is funded through the Displaced Oil & Gas Worker Fund (DOGWF). The initiative is designed to expose youth and early-career workers to emerging clean energy careers, with a focus on battery-powered systems and sustainable energy storage solutions.

Unlike traditional workforce programs, this pilot is both employer-driven and community-focused — blending technical training, job readiness, and paid work experience. Participants gain hands-on exposure to cutting-edge battery technology while building transferable skills aligned with the green

economy. This effort is part of WDBCCC's strategy to support economic transition and create equitable pathways into high-growth, environmentally responsible industries.

### **EMS Corps**

The Workforce Development Board of Contra Costa County (WDBCCC) partners with EMS Corps and Mt. Diablo Adult Education to deliver a nationally recognized entry-level Emergency Medical Services (EMS) training program. The program is tailored for young men of color and aims to increase diversity in the healthcare workforce. Participants receive a \$1,500 monthly stipend to offset lost wages while in training, funded through Measure X. WDBCCC also braids in WIOA supportive services to enhance outcomes by providing milestone-based incentives for course completion, NREMT certification, and job placement. EMS Corps students receive wraparound support and are connected to career pathways in EMS and healthcare.

### **EMT to Paramedic**

The Workforce Development Board of Contra Costa County (WDBCCC) manages this 18-month registered apprenticeship in partnership with American Medical Response (AMR) and NCTI, the private training provider. The program supports working EMTs in advancing their careers to become licensed Paramedics. Participants remain employed full-time by AMR while attending training, with AMR covering their wages throughout the program.

WDBCCC braids funding from H RTP, ETP, and WIOA to cover the full cost of tuition, books, and supplies. Over 60 apprentices have been enrolled across four cohorts, with each receiving \$8,000 in WIOA training funds. This model strengthens retention, reduces financial barriers, and builds a more advanced EMS workforce in Contra Costa County.

### **Marine Trades**

In response to the shortage of skilled maritime workers, the Workforce Development Board of Contra Costa County (WDBCCC) secured a grant in June 2023 to launch the Marine Trades Skills Training (MTST) program. Based at the Working Waterfront Coalition's Mare Island facility, the accelerated 10-week training course introduces basic skills for positions such as Painter, Machinist, Carpenter, and Welder.

### **Civil Engineering Degree Apprenticeship Pathway (CEDAP)**

This year also saw the launch of the Civil Engineering Degree Apprenticeship Pathway (CEDAP). CEDAP establishes a structured 5-year educational and career pathway for entry-level community college students to transition into civil and transportation engineering careers. Program Components include pre-apprenticeship activities and paid work experience. The program creates Cohort-Based Learning Communities, provides Wraparound Support Services and paid Internships that lead to formal Apprenticeships as Engineering Aides. The initiative responds to the increasing need for civil engineers fueled by investments in infrastructure projects, renewable energy development, and data management for transportation assets. Building on a successful pilot launched in Los Angeles, CEDAP will now extend its reach to Contra Costa County and the San Francisco Bay Area. The program specifically targets women, low-income students, and individuals from ethnicities traditionally underrepresented in civil and transportation engineering.



## **Measure X Early Childcare**

The Workforce Development Board of Contra Costa County (WDBCCC) leads a comprehensive portfolio of Measure X-funded initiatives aimed at strengthening the ECE workforce and increasing access to quality childcare. These efforts span direct financial support, professional development, inclusive practices, and youth exposure to the field.

### *Child Care Vouchers Program (CocoKids)*

This program connects families to licensed childcare providers by covering costs through flexible voucher subsidies. In FY2025:

- 194 families and 241 children were served, with the goal of reaching 300 by year-end.
- Services included weekend care referrals, interpreter support, and culturally responsive provider matches.
- Reimbursements were issued frequently to support provider sustainability.

The program enabled working parents—many facing housing or job insecurity—to reenter the workforce and restore household stability.

### *Stipend-Boost Initiative for ECE Professionals (CocoKids)*

This wage enhancement program awarded monthly stipends of \$1,000–\$1,167 to 122 early educators in FY2025. The unrestricted funds supported:

- Continuing education
- Classroom materials
- Household needs

Feedback from participants emphasized that this support helped reduce burnout, increase morale, and retain staff in underserved communities.

### *Inclusive Early Learning Project (First 5 Contra Costa)*

Designed to uplift inclusive practices and mental health supports in early learning settings:

- 213 educators attended workshops, and 36 participated in peer cohorts.
- 335 providers across 232 programs were supported with technical assistance, inclusion toolkits, and site-based mental health consultations.
- The ASQ screening pilot expanded to 7 sites and was paired with multilingual family outreach.
- A community convening on neurodivergence drew over 100 attendees.

The program centered culturally responsive teaching, trauma-informed care, and the empowerment of ECE professionals.

### *ECE Summer Youth Program Contra Costa County Office of Education - CCCOE*

This initiative placed high school students in paid summer internships within ECE settings:

- Students gained hands-on experience and mentorship.
- The program introduces future educators to early childhood career pathways, fostering a long-term talent pipeline.

### *Measure X Food Insecurity Project (Food Bank of Contra Costa and Solano)*

Funded by Measure X, this countywide initiative strengthens food access and infrastructure through a partnership with the Food Bank of Contra Costa and Solano. Key strategies include:

- Creation of an Equity Map to identify food insecurity gaps and guide targeted investments.

- Acquisition and distribution of culturally appropriate, healthy foods.
- Expansion of refrigerated storage and food locker access at multiple college and community sites.
- Support for subcontractors and smaller food pantries through \$250,000 in Agency Enhancement Grants.
- Multi-language outreach and communications to boost awareness and access.

### **Urban Forest Project (Civcorps)**

Contra Costa County is developing an Urban Forest Master Plan (UFMP) for Extreme Heat Resilience to increase tree canopy in historically impacted communities in unincorporated areas. The UFMP will provide a roadmap for tree planting projects that mitigate risks and impacts of extreme heat, improving air quality and sense of place. In addition, the project will provide job training through workforce training partner Civcorps, who will develop an arborist certificate. Corpsmembers will be trained in tree care and will gain both technical certifications (e.g., arborist) and professional experience. The Workforce Development Board received \$100,000 to partner on the project to convene employers and connect graduates to quality jobs in the green/environmental industry.

For any questions, please contact Anisa Smith, Business Services Representative at 925.671.4539 or email at [asmith1@ehsd.cccounty.us](mailto:asmith1@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3329

**Agenda Date:** 8/20/2025

**Agenda #:**

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**DATE:** February 19, 2025  
**TO:** Youth Committee  
**FROM:** Tamia Brown, Executive Director  
**RE:** Youth Committee Slate of Officers

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## RECOMMENDATION

1. That the Youth Committee accept nominations from the membership and forward the recommendation to the full board for approval

### A. BACKGROUND AND CURRENT SITUATION

The Workforce Development Board of Contra Costa County (WDBCCC) Organizational Bylaws govern the board and committee membership.

#### Article VIII – Committees

- A. The WDBCCC Chairperson may establish Standing Committees, Ad-hoc Committees and Task Forces as necessary and shall designate the chairpersons.
- B. Each WDB Standing Committee shall have a minimum of one chairperson with responsibility for conducting the regular business of that respective committee.

While Standing Committees are only required to have a single chairperson, the responsibilities of the Youth Committee are best fulfilled when shared.

## ATTACHMENT

**A1a** Youth Committee Roster with Proxies

For any questions, please contact Tamia Brown, Executive Director at 925-671-4514 or email at [tbrown1@ehsd.cccounty.us](mailto:tbrown1@ehsd.cccounty.us)

**YOUTH COMMITTEE MEMBERS AND PROXIES\***

| <b>BOARD MEMBER</b>                                    |                        |
|--|------------------------|
| Michael McGill   |                        |
| Tom Hansen   |                        |
| Alison McKee   |                        |
|  |                        |
| <b>YOUTH COMMITTEE<br/>MEMBER ONLY WITH<br/>PROXY*</b> |                        |
| Heather Fontanilla*                                    | Vittoria Abbate*       |
| Drew Douglass*   | Tara Sanders*          |
| Gina Del Carlo*  | Kim Hudson*            |
| Lynn Mackey*   | Alejandra Chamberlain* |
| Bill Mahoney   |                        |
| Shawn Einck  |                        |
| Mayling Alvarado                                       |                        |
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# CONTRA COSTA COUNTY

## Staff Report

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

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**File #:** 25-3330

**Agenda Date:** 8/20/2025

**Agenda #:**

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**DATE:** August 20, 2025  
**TO:** Executive Committee  
**FROM:** Noramah Burch, Youth Program Manager  
**RE:** **Approve Selection of Workforce Innovation & Opportunity Act (WIOA) Youth Services Provider**

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## **RECOMMENDATION**

That the Youth Committee approve:

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

### **A. BACKGROUND**

Competitive selection of WIOA service providers is required every four years. In accordance with regulations and on the recommendation of the Youth Committee, the Workforce Development Board of Contra Costa County approved the release of a Request for Proposals (RFP) for WIOA Youth Services. In addition to the 14 Youth Elements required by WIOA, the RFP addressed local priorities recommended and approved by the Board, including expanded work experience and continued investments in services for In-School Youth.

Under WIOA, there are two categories of youth: Out-of-School Youth and In-School Youth. WIOA requires that a minimum of 75% of the Youth allocation be spent on Out-of-School youth. WDBCCC and its Youth Committee recognize the value of dropout prevention and have elected to continue making WIOA funding available to both youth populations. To align with the A Stronger Workforce for America Act (WIOA reauthorization), the RFP also stipulated that 40% of the allocated funds must be spent on Work Experience.

WDBCCC recognizes three distinct regions of Contra Costa County, each with its own set of characteristics, needs, and assets: East/Far East, Central, and West. The RFP stipulated that bidders could serve any or all geographic sub-regions.

### **B. CURRENT SITUATION**

Due to a significant increase in the WIOA allotment for the 25-26 Program Year, the budget will support contracting with an additional service provider. Contracts with the Contra Costa County Office of Education and Mt Diablo Unified School District have already been executed. As the following highest scoring proposal with an average score of 87, the International Rescue Committee is uniquely positioned to provide WIOA Youth services to out-of-school youth with a focus on helping individuals

affected by conflict and disaster to survive, recover, and gain control of their future. Founded in 1933, IRC is a recognized 501(c)(3) organization addressing humanitarian needs. Operating in 30 U.S communities, including Oakland and five other California locations, IRC has a strong reputation for effective workforce development and youth programming.

In initial conversations, the International Rescue Committee intends to provide WIOA services throughout the county and serve a minimum of 23 Out-of-School Youth.

**C. FISCAL IMPACT**

\$199,000 of WIOA Youth funding for the provision of WIOA Youth Services.

For any questions, please contact Noramah Burch, Youth Program Manager, at 925-655-3811 or email at [nburch@ehsd.cccounty.us](mailto:nburch@ehsd.cccounty.us).