



CONTRA COSTA COUNTY

AGENDA

Workforce Development Board

Wednesday, March 18, 2026

12:00 PM

4071 Port Chicago Hwy., #200
Federal Glover Conference Room,
Concord

Zoom Meeting ID: 893 1953 7204

Passcode: 831958

[https://us06web.zoom.us/j/89319537204?
pwd=VkrkfG4sb8XOjizcoUJQ0xkJYa06
nR.1](https://us06web.zoom.us/j/89319537204?pwd=VkrkfG4sb8XOjizcoUJQ0xkJYa06nR.1)

12:00 WELCOME AND CALL TO ORDER
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT

12:10 DIRECTOR'S REPORT
CHAIR'S REPORT
COMMITTEE REPORT

12:25 PRESENTATION ITEM

P1 - Rubicon

[26-1008](#)

Attachments: [P1 - Presentation on Adult and Dislocated Worker](#)
[PIa - CCWC Report to WDB February 2026](#)

12:40 CONSENT AGENDA

C1 - Approve November 4, 2025 Full Board Meeting Minutes

[26-1009](#)

Attachments: [C1 - Full Board Meeting Minutes 11.04.2025](#)

C2 - Approve October 8, 2025 Executive Committee Meeting Minutes

[26-1010](#)

Attachments: [C2 - Executive Committee Meeting Minutes 10.08.2025](#)

12:50 ACTION ITEMS

A1 - Approve Appointment to the Board [26-1011](#)

Attachments: [A1 - Appointment & Re-Appointment to the Board](#)
[A1a - WDBCCC WIOA Bylaws - CCApprovedFinal6.12.17](#)
[A1b - Terry Curley Application \(Redacted\)](#)
[A1c - Nichol Carranza Application \(Redacted\)](#)
[A1d - Steven France Application \(Redacted\)](#)
[A1e - Jualonni Lloyd Application \(Redacted\)](#)
[A1f - Carlo Beckman Application \(Redacted\)](#)
[A1g - Tina Wig Application \(Redacted\)](#)
[A1h - Roberto Solorzano Application \(Redacted\)](#)

A2 - Approve Midyear 2025-2026 Budget Revision [26-1012](#)

Attachments: [A2 - Approval of FY2025-26 WDB Mid-Year Budget](#)

A3 - Approve 2026-2027 Proposed Budget [26-1013](#)

Attachments: [A3 - Approval of FY 2026-27 WDB Proposed Budget](#)

A4 - Approve Funds Transfer Request for FY 2025-26 Funds [26-1014](#)

Attachments: [A4 - Approve Funds Transfer FY 2025-2026](#)

A5 - Approve Release RFP Business Incumbent Worker Program [26-1061](#)

Attachments: [A5 - Release RFP Business to Business -IncumbentWorker](#)

1:20 INFORMATIONAL/UPDATE ITEM(S)

I1 - Midyear Program Updates

[26-1089](#)

Workforce Innovation and Opportunity Act (WIOA) Performance
Prison to Employment 2.0 Grant (P2E) Closeout Report
Medical Assisting Upskilling Project Closeout Report
Civil Engineering Degree Apprenticeship Pathway (CEDAP) Midyear Report
WIOA Youth/Young Adult Program
CCWORKS Report
Measure X Update
Oil and Gas Workforce Advancement & Mobility Initiative (DOGWF) Update
Maritime Grant Update

Attachments: [I1- WIOA Performance Measures](#)[I1a - WIOA Training and Closure Data](#)[I1b - P2E 2.0 Closeout Report](#)[I1c - Close-out Medical Assist Upskilling](#)[I1d - CEDAP Mid-Year Report](#)[I1e - WIOA Youth & Youth Adult Program Mid-Year Rpt](#)[I1f - CCWORKS Mid-Year Report](#)[I1g - Measure X Youth Centers](#)[I1h - DOGWF Update](#)[I1i - Marine Trade Skills Update](#)

I2 - Brown Act Updates

[26-1090](#)**Attachments:** [I2 - Brown Act Updates](#)[I2a - Fact Sheet - SB 707 Meeting and Teleconference Requirements](#)

1:30 ADJOURN

UPCOMING COMMITTEE MEETINGS

Full Board/Executive Committee: Wednesday, June 17, 2026

Youth Committee Meeting: Wednesday, April 15, 2026

Business & Economic Development Committee Meeting: Wednesday, May 20, 2026

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

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1008

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: WIOA Adult and Dislocated Worker Services Presentation

Presenter: Donté Blue, Chief Program Officer, Rubicon



DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Verneda Clapp, Adult & Dislocated Worker Program Manager
RE: **Workforce Investment Opportunity Act (WIOA) Adult & Dislocated Worker Services**

BIOGRAPHY OF SPEAKER



**Donté Blue, Chief Program Officer
Rubicon**

Since 2013, Donté Blue has partnered closely with Rubicon in various capacities. As the former Acting Director of the Office of Reentry and Justice, Donté was intimately familiar with our comprehensive community-based programs, providing AB109 employment services across Contra Costa County. Donté also served as Vice Chair of the Reentry Success Center, operated by Rubicon Programs, since its opening. As a county administrator, Donté partnered closely with the Contra Costa Workforce Development Board and is familiar with the landscape of workforce services. Prior to his leadership in Contra Costa County, Donté was a staff attorney with Bay Area Legal Aid.

For any questions, please contact Verneda Clapp, Adult & Dislocated Worker Program Manager at 925-671-4533 or email at vclapp@ehsd.cccounty.us

**Workforce Innovation and Opportunity Act (WIOA)
Adult and Dislocated Worker (A/DW) Career Services**

Program Updates

**Submitted by Rubicon Programs on behalf of the
Contra Costa County Workforce Collaborative (CCWC)
February 2026**

Background: Since 2018, Rubicon as the lead organization of the Contra Costa Workforce Collaborative (CCWC) has been contracted to provide countywide WIOA A/DW services and to operate the comprehensive AJCC located at 4071 Port Chicago.

This report was prepared to provide program updates for the 2025-26 Program year between July 1-December 31, 2025.

Systems and Partnerships

The CCWC continues to operate 10 AJCC Access Points in addition to the Comprehensive AJCC at Port Chicago. In West County, AJCC Access points are co-located at San Pablo EDC, Lao Family Community Development (LFCD) and Contra Costa College. New Horizons in Rodeo is no longer a stand alone AJCC Access Point, however, the San Pablo EDC team ensures the Rodeo/ Hercules community has access to WIOA services and resources. Loma Vista Adult Education Center (Mount Diablo) and Martinez Adult Education host AJCC Access Points in Central County. In East County, AJCC Access Points are collocated at Rubicon Antioch, Liberty Adult Education, Pittsburg Adult Education, Opportunity Junction and Los Medanos College (LMC).

Several CCWC partners continue to leverage Rubicon Programs as the Employer of Record for their WIOA staffing needs. As such, Rubicon Programs staffs the majority of WIOA Coaches delivering Adult/DW career services at the access points, with the exception of San Pablo EDC, LFCD, CC College. Serving as the Employer of Record mitigates personnel and operating costs for partners. The staffing model also lends itself to continuity in training and service standards.

Job Seeker and Employer Engagement

Rubicon and all CCWC orgs demonstrate their commitment to outreach and partnership through hosting and participating in a number of community-facing events.

Rubicon's Business Services Manager leads a regional team of Workforce Liaisons who work closely with WIOA staff, WDB Business Services Unit and partners to facilitate connection between job seekers and employment and/or paid training opportunities. Successful Onsite Recruitments benefit from the collaboration between CCWC partners. Some OSR examples include

July 2025- Medical Services OSR featuring Norcal Ambulance and West Med Emergency Services hosted at Mt Diablo Adult Education/ Loma Vista Adult Center

August 2025- Enterprise Mobility OSR hosted at Concord Comprehensive AJCC

August 2025- Central Contra Costa Career & Resource Fair hosted at Mt Diablo Adult Education/ Loma Vista Adult Center

**Workforce Innovation and Opportunity Act (WIOA)
Adult and Dislocated Worker (A/DW) Career Services**

Program Updates

**Submitted by Rubicon Programs on behalf of the
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February 2026**

September 2025- Plumbers and Steamfitters Local 159, Virtual Recruitment Event

September 2025- Careers in the Trades Demonstration Day, San Pablo EDC

October 2025- Dynamic Office & Accounting Solutions, OSR at Concord Comprehensive AJCC

November 2025- Native American Health Center, OSR at Concord Comprehensive AJCC

December 2025- Forestry and Fire Recruitment Program, Virtual Recruitment

In October 2025, Martinez Adult Education and The Adult Education Consortium hosted their 3rd Annual Careers Expo 2.0. One week later, Rubicon Programs and Mt. Diablo Adult Education partnered with CCWC WDB Business Services Unit in their Inaugural Fair Chance Career Expo hosted at Loma Vista Adult Center.

Services and Performance

Service Reach

Through December 2026, CCWC network as served 639 WIOA participants in the 2025-26 program year. Of those, 250 are new participants with 80% (201) being Adults and 20% (49) being DW. The distribution of persons served throughout the county is approximately: 48% in Central Contra Costa, 28% in East Contra Costa and 24% in West Contra Costa. This reflects the distribution of service location, with the caveat that there is fluidity in residence, and the Comprehensive AJCC serves consumers who have addresses in East and West County.

Reaching Priority Populations

The CCWC has a value commitment to reach underserved communities and job seekers with barriers so that the communities with high needs have access to WIOA services and resources. The federal government identifies communities, income levels and poverty thresholds for who they determine to be a WIOA priority population. Rubicon and the CCWC are contracted to serve 75% priority populations as per Federal definitions (e.g. Veterans and spouses, Income below federal poverty line, public assistance beneficiaries, or basic skills deficient). The current Federal climate has contributed to more stringency and less recognition of local board determination of additional priority populations (e.g. ESL, Reentry, Bay Area Poverty threshold). Communities are increasingly marginalized as they experience fear and reticence to provide their personal information for fear of negative consequences and deportation.

**Workforce Innovation and Opportunity Act (WIOA)
Adult and Dislocated Worker (A/DW) Career Services**

Program Updates

**Submitted by Rubicon Programs on behalf of the
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February 2026**

Through December 2025, the CCWC network is reaching 80% Adult priority communities, exceeding the 75% goal. At this midpoint of the program year, DW enrollments were slightly up at 20% of new enrollments, and on track to exceed prior years. The comprehensive AJCC continues to be the service site reaching the highest volume of DW community, currently serving 53% of new DW enrollments.

Employment and Training

Training and Employment	2022-23	2023-24	2024-2025	2025-26 July through Dec 2025
New ITAs Approved	121	221	246	98
Total Persons in Training	287	336	309	239
Successful Training Completions	71%	72%	78%	79%
WIOA Exits with Employment	44% (126/286)	47% (126/267)	32%	32% to date

Training Themes

Through November 2025, CCWC distributed \$407,865.00 in ITAs. The top 3 sectors represented in this distribution of training resources is Healthcare (56% of ITAs), ICT (29% of ITAs) and Transportation (18%). ICT includes Admin, Accounting, Bookkeeping, Paralegal trainings. Additionally, EMT and EMS training programs at Mt Diablo have high enrollments but those students are supported outside of the A/DW ITA dollars.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1009

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve November 4, 2025 Full Board Meeting Minutes



CONTRA COSTA COUNTY
Committee Meeting Minutes
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?](https://us06web.zoom.us/j/88006689890?pwd=hNFWrZfYLYxGwMYAZPSGovDbMfZ)
 pwd=hNFWrZfYLYxGwMYAZPSGovDbMfZ**

Qvr.1

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

**Terry Curley, WDB Chair, called the meeting to order at 3:13 p.m. Present:
 Terry Curley, Michael McGill, Nichol Caranza, Natasha Paddock, Patience
 Ofodu, Joshua Anijar, Timothy Jeffries, Tim Sbranti, Kelly Schelin, Leslay
 Choy, Richard Johnson, Gregory Brooks**

No Public Comment

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

Director Brown acknowledged new Board Members Patience Ofodu and Tim Sbranti.

3:25 PRESENTATION ITEM

Director Brown presented the WDBCCC annual report, reviewing the 2025 strategic vision, providing a fiscal overview, reviewing performance data, and offering program highlights.

The Board recognized outgoing Board Member Richard Johnson, who is retiring after 26 years of service to the State of California.

P1 WDB Annual Report

Highlights progress towards WDB's mission and vision, key accomplishments, financial results, and major initiatives, while demonstrating commitment to

innovation, community service, and sustainability. Provides community, business, and workforce/economic development leaders with an overview of completed and ongoing work, achieved outcomes, and the goals and priorities that will guide the Board in the coming year.

3:40 CONSENT AGENDA

C1 Approve May 13, 2025 Full Board Meeting Minutes

The Board approved the May 13, 2025 Minutes as presented.

**Motion/Second: Richard Johnson/Mike McGill
Motion: Passed**

AYES: Terry Curley, Mike McGill, Nichol Carranza, Natasha Paddock, Patience Ofodu, Josh Anijar, Timothy Jeffries, Tim Sbranti, Kelly Schelin, Leslay Choy, Richard Johnson, Gregory Brooks

**NAYS: None
ABSTENTIONS: Natasha Paddock**

C2 Accept WDBCCC Annual Report

The Board accepted the WDBCCC Annual Report as presented.

**Motion/Second: Richard Johnson/Nichol Caranza
Motion: Passed**

C3 Approve Re-Appointment to Board (Business Seat #5)

The Board approved the re-appointment of Douglas Lezameta to the Board.

**Motion/Second: Richard Johnson/Timothy Jeffries
Motion: Passed**

C4 Accept Board Resignation/Withdrawal

The Board accepted the resignation of retiring Board Member Richard Johnson and the withdrawal of Board Member Brandy Leidgen as presented.

**Motion/Second: Richard Johnson/Nichol Caranza
Motion: Passed**

AYES: Terry Curley, Mike McGill, Nichol Carranza, Natasha Paddock, Patience Ofodu, Josh Anijar, Timothy Jeffries, Tim Sbranti, Kelly Schelin, Leslay Choy, Gregory Brooks

**NAYS: None
ABSTENTIONS: Richard Johnson**

3:50 ACTION ITEMS

A1 Approve Triennial Sunset Review of Appointed Boards, Committee and Commissions

Phase III - Final

The Board approved the final Triennial Sunset Review of Appointed Boards, Committees, and Commissions Phase III as presented.

Motion/Second: Patience Ofodu/Richard Johnson
Motion: Passed

A2 Approve Selection of Pre-Apprenticeship Services Provider

The Board approved the selection of Pittsburg Power as the WIOA Pre-Apprenticeship Service Provider, permitting the WDBCCC to proceed with negotiations and execute a contract in an amount not to exceed \$300,000.

Motion/Second: Terry Curley/Joshua Anijar
Motion: Passed

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

The Board approved an extension of the current AJCC WIOA career services contract with Rubicon Programs through June 2027 and the postponement of an AJCC provider procurement process by one year.

Motion/Second: Kelly Schelin/Timothy Jeffries
Motion: Passed

A4 Accept James Irvine Foundation Grant and Advancement of Nonprofit Workforce Intermediary Initiative

The Board accepted a James Irvine Foundation Better Careers Grant in the amount of \$300,000 for a two-year term in support of East Bay Works Regional Workforce Board collaboration (Richmond Workforce Board, Alameda County Workforce Board, and Oakland Workforce Development Board).

Motion/Second: Richard Johnson/Patience Ofodu
Motion: Passed

A5 Approve/Accept Proposed 2026 WDB Board Committee Meeting Calendar

The Board approved the 2026 WDB Board and Committee Meeting Calendar with the selection of 12:00-2:00 PM as the Full Board/Executive Committee meeting time.

Motion/Second: Richard Johnson/Tim Sbranti
Motion: Passed

4:20 INFORMATIONAL/UPDATE ITEM(S)

I1 Measure X Youth Centers Update

I2 Employment and Training Pathways Program Grant – PY 25-26

5:00 ADJOURN

The meeting was adjourned at 4:09 p.m.

UPCOMING COMMITTEE MEETINGS

Full Board/Executive Committee: Wednesday, March 18, 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 #: 26-1010

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve October 8, 2025 Executive Committee Meeting Minutes



CONTRA COSTA COUNTY

Committee Meeting Minutes

Workforce Development Board

Wednesday, October 8, 2025

11:30 AM

4071 Port Chicago Hwy., #250

Conference Room A, Concord

Zoom Meeting ID: 824 1690 5217 Passcode:
537553

Zoom: <https://us06web.zoom.us/j/82416905217?pwd=2C1ctjQuoE4ob3DmE88FRdCSRb78wB.1>

Executive Committee

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

**Terry Curley, WDB Chair, called the meeting to order at 11:36 a.m.
Present: Terry Curley, Nichol Caranza, Michael McGill, Joshua Anijar**

Three representatives of ARTSCCC spoke during public comment: Jeremy Phillips and Jose Cordon, Youth Arts Connection Lead Workshop Artists and Facilitators, and Jenny Balisle, Executive Director. They thanked the Board for supporting their Youth Arts Connection program through the awarded Measure X grant. Their program brings free after-school art, poetry, and music workshops for youth ages 12-18 to libraries in Pittsburg, Antioch, and Brentwood, providing nutritious food to participants.

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

11:50 CONSENT AGENDA

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

The Executive Committee approved the August 13, 2025 Minutes as presented.

Motion/Second: Mike McGill/Nichol Carranza

Motion: Passed

C2 - Accept WDBCCC Annual Report Draft

The Executive Committee accepted the WDBCCC Annual Report Draft as presented.

Motion/Second: Mike McGill
Motion: Nichol Carranza
C3 - Approve Board Application

The Executive Committee approved Douglas Lezameta's application to the WDBCCC Board.

Motion/Second: Mike McGill
Motion: Nichol Carranza

12:00 ACTION ITEMS

A1 - Approve Triennial Sunset Review of Appointed Boards, Committees, and Commissions – Phase III

The Executive Committee approved the WDBCCC's Phase III draft report for the Triennial Sunset Review of Appointed Boards, Committees, and Commissions as presented.

Motion/Second: Nichol Carranza?/Mike McGill
Motion: Passed

A2 - Approve the Release of RFP for AJCC Service Providers

The Executive Committee approved the development and release of an RFP for the operation and career services of the comprehensive AJCC within the Local Area funded by WIOA.

Motion/Second: Nichol Carranza?/Mike McGill
Motion: Passed

12:15 DISCUSSION ITEM

D1 - Business & Economic Development Committee 2026 Priorities

The strategy focuses on strengthening the local economy through small business support, investment attraction, workforce development, infrastructure improvement, and sustainable growth. Key efforts include expanding access to funding, mentorship, and technical assistance for small and minority-owned businesses; attracting new industries and investors to diversity the economy; and enhancing workforce skills through stronger alignment between education and employer needs. The plan to emphasizes collaboration with local businesses, infrastructure improvements to support expansion and connectivity and promoting inclusive, sustainable economic development that benefits all community members.

12:45 INFORMATIONAL ITEMS

II - Extreme Heat and Community Resilience Program Grant

I2 - 2026 WDB Board Committee Meeting Calendar Draft

12:55 Next Agenda Item(s)

1:00 ADJOURN

The meeting was adjourned at 12:30 p.m.*UPCOMING COMMITTEE MEETINGS: Subject to change if needed**Full Board: Tuesday, November 4, 2025**Youth Committee Meeting: Wednesday, November 19, 2025**Executive Committee Meeting: Wednesday, January 14, 2026**BED Committee Meeting: TBD*

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1011

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve Appointment to the Board

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Recommend Re-Appointment & Appointment to the Workforce Development Board**

RECOMMENDATION

That the Full Board/Executive Committee recommendation for appointment to the Workforce Development Board of Contra Costa County:

- | | |
|--------------------------|---|
| Terry Curley | re-appointment to fill Business Seat #4 |
| Nichol Carranza | re-appointment to fill Business Seat #7 |
| Steven France | re-appointment to fill Education & Training (Adult Education) #1 |
| Jualonni A. Lloyd | appointment to fill Business Seat #2 |
| Carlo Beckman | appointment to fill Business Seat #6 |
| Tina Wig | appointment to fill Business Seat #8 |
| Roberto Solorzano | appointment to fill Education & Training (Vocational Rehab) 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 one Business seat, one Labor seat, and one Education and Training (Wagner-Peyser) 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

- A1a** WDBCCC Bylaws
- A1b** Terry Curley Application
- A1c** Nichol Carranza Application
- A1d** Steven France Application
- A1e** Jualonni A. Lloyd Application
- A1f** Carlo Beckman Application
- A1g** Tina Wig Application
- A1h** Roberto Solorzano Application

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)
Organization Bylaws**

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)
Organization Bylaws**

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:

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

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.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

- 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)
Organization Bylaws**

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)
Organization Bylaws**

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.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

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.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

- 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)
Organization Bylaws**

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)
Organization Bylaws**

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

Terry _____ Curley _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Danville CA 94506
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

United Business Bank Executive Vice President
 Employer Job Title

Length of Employment

26 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?

5 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

Business

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?

3 years of meetings

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Laney College

Degree Type / Course of Study / Major

Marketing

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Mills College

Degree Type / Course of Study / Major

Economics

Degree Awarded?

Yes No

College/ University C

Name of College Attended

University of WA

Degree Type / Course of Study / Major

Banking/Finance

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Credit Training

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.

Live and work in Contra Costa County. Throughout my banking career I have worked with organized labor clients and have been committed to improving the lives of working families for the las 25 years. I feel strongly about the work of the WFD in assisting people in becoming gainfully employed with jobs/careers that provide a living wage.

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

Years of service in working with organized labor as well as finance and education.

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:

WFD

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.

Serve as Board and finance committee member for St. Mary's Center in West Oakland. Center provides transitional and permanent housing for low income seniors.

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:

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.

Application Form

Profile

Nichol Carranza
 First Name Middle Initial Last Name

[Redacted] Suite or Apt

Concord CA 94518
 City State Postal Code

[Redacted]
 Primary Phone

[Redacted]
 Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Marathon Petroleum Corporation Sr. Representative, Corporate Social Responsibility & Public Affairs
 Employer Job Title

Length of Employment

4.5 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 5

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

34 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

Board of Directors

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?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

Communications

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Incident Command System (ICS)

Certificate Awarded for Training?

Yes No

Other Training B

Advertising

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.

Through my voluntary involvement and professional roles, I am committed to the community and passionate about preparing Contra Costa residents for jobs in the East Bay. As a long-standing member of this community, I have in-depth knowledge of the local economy and opportunities to enhance its workforce pipeline. I have lived in Concord for 34 years and attended Mt. Diablo High School, ultimately graduating from Diablo Valley College (DVC) and San Francisco State University. I also have two children who are currently enrolled in the Mt. Diablo Unified School District and a third who attends DVC. I will work to create opportunities for our residents to obtain high-paying jobs through training and education.

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

Please see attached resume.

[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.

Industrial Association of Contra Costa County, Board Member, Mar 2021 – Present Monument Impact, Board Member, Nov 2018 – May 2020 Boys & Girls Clubs of Contra Costa County, Board Member, Nov 2019 – Dec 2021 Concord Chamber of Commerce, Board Member, Jul 2020 – Present Mt. Diablo Unified School District, Business Education Alliance, Advisory Committee, Aug 2019 – Present Math, Engineering & Science Achievement (MESA), Advisory Board Member, Oct 2019 – Present Concord Rotary Club, Member, Mar 2018 – Present Year Up, Mentor & Guest Presenter Apr 2015 – Present

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:

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

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 - (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.

NICHOL CARRANZA

Mission-driven public affairs professional specializing in community engagement, corporate social responsibility, and strategic communication to elevate and enhance the organization's reputation.

Passion for equity in education, workforce development and environmental stewardship. Solid experience in all areas of public affairs and program management; stakeholder engagement; community partnerships; messaging strategy; media relations; executive communications; and crisis communications.

Specialties:

- Board member and advisory council experience
- Community-focused solutions and approach
- Corporate investment strategy
- Technology, energy, and education
- Politically astute with strong business acumen
- Briefing and staffing executives
- Event planning and management
- Analytical, collaborative and detail oriented

INDUSTRY & COMMUNITY INVOLVEMENT

- **Industrial Association of Contra Costa County**, Board Member *Mar 2021 – Present*
- **Monument Impact**, Board Member *Nov 2018 – May 2020*
- **Boys & Girls Clubs of Contra Costa County**, Board Member *Nov 2019 – Dec 2021*
- **Concord Chamber of Commerce**, Board Member *Jul 2020 – Present*
- **Mt. Diablo Unified School District**, Business Education Alliance, Advisory Committee *Aug 2019 – Present*
- **Math, Engineering & Science Achievement (MESA)**, Advisory Board Member *Oct 2019 – Present*
- **Concord Rotary Club**, Member *Mar 2018 – Present*
- **Year Up**, Mentor & Guest Presenter *Apr 2015 – Present*

EXPERIENCE

Marathon Petroleum Corporation (MPC) *September 2017 – Present*

Sr. Representative, Corporate Social Responsibility & Public Affairs

- Manages \$2 million charitable budget for Northern California, Pacific Northwest, and Alaska regions; advances strategic partnerships and programs connecting MPC with schools, civic organizations and community groups.
- Cultivates community support leading stakeholder engagement efforts for \$2 Billion renewable fuels project, manages Community Advisory Panel and identifies opportunities for employee engagement with nonprofits.
- Represents company in multiple Board and Advisory Council positions, actively seeking to understand and address community needs.
- Serves as PIO and manages media inquiries and public affairs activities related to refinery operations.

University of California (UC), Office of the President *January – September 2017* **Communications Specialist III, UCPath**

- Engage stakeholders and provide consultative support to operational leads, campus leads, and public affairs. Oversee executive communications, developing talking points and presentations to the UC President.
- Lead development and execution of strategic plan driving change communication across the UC system.

Cisco Systems, San Jose, CA *May 2015 – November 2015*

Sr. Manager, Executive Communications – Supply Chain Operations

- Developed executive communications strategy for SVP, prepped executive for media interviews, customer engagements, and leadership meetings. Managed stakeholder relationships across Cisco's marketing, corporate relations, investor relations, sales, and event teams.
- Managed divestiture executive announcement to supply chain employees supporting Mergers & Acquisitions team, including regional launches, town halls and follow-up communications during transition.
- Developed 45-minute keynote speech for SVP, delivered to 600+ global suppliers; distilled input from 20+ stakeholders; 88% of attendees rated "message resonance" very good/excellent; 86% rated "value of information" very good/excellent.

Pacific Gas and Electric Company

February 2009 – May 2015

Principal, Corporate Affairs – Gas Operations

(August 2012 – May 2015)

- Led stakeholder engagement program for PG&E's 2015 Gas & Transmission Storage rate case to gain community and government support; educate and inform community; organized pipeline safety demos at public participation hearings, managed agency and collateral.
- Led multi-year communications program for PG&E's Gas Safety Excellence initiative; developed messaging and executive spokespeople, planned officer field visits, organized events and press conferences.
- Chief Editor of Gas Matters newsletter to educate employees, managed creative direction, content, editorial team, contractors, budget, production and vendors.
- Witness Assistant in PG&E's 2017 General Rate Case, responsible for meeting regulatory deadlines, briefing executives, developing testimony, analyzing data, solving issues, tracking and responding to data requests.

Sr. Representative, Corporate Affairs – Crisis Communications

(January 2011 – August 2012)

- Developed winning testimony for Corporate Relations in PG&E's 2014 General Rate Case, a three-year proceeding securing \$18 million per year in funding for the department.
- Envisioned and developed Gas Operations Improvement Tracker, a formal public document used by external-facing teams to ensure consistent data for government, media, and regulatory stakeholders, cataloging gas system upgrades. Managed team of 30+ subject-matter experts, and legal and executive approvals.
- Led crisis strategy and collateral development for SmartMeter™ program to educate customers and employees on technology benefits during time of intense public opposition.

Project Manager, Customer Communications

(February 2009 – January 2011)

- Successfully led San Bruno crisis communications to victims and customer impact team and developed critical stakeholder outreach strategies for legal and regulatory announcements after the accident.
- Developed communications strategies and messaging for SmartMeter™, competitive issues (CCAs) and customer privacy matters. Advocated for customer-centric solutions to complex billing and operational issues.
- Managed marketing review for 80+ energy management programs, dynamic pricing, energy efficiency and demand response programs.

Insight Express

October 2006 – December 2008

Project Manager

- Launched global research study in less than 48 hours on 75 web sites with 2.5 billion impressions. Supervised large-scale, digital research studies for major brand advertisers, agencies and online publishers.

Chevron Corporation

July 2005 - July 2006

Account Manager, Contract Position

- Provided strategic counsel to senior executives to ensure effective program branding, developed and oversaw project scopes, schedules, budgets, vendor negotiations and deliverables.

Oracle (formerly PeopleSoft, Inc.)

September 2004 – January 2005

Intranet Manager

- Managed fulfillment website and content for software sales team, vendor negotiations, contractual agreements, cost containment and all day-to-day communications.

EDUCATION

- **San Francisco State University**
Bachelor of Arts, Communications
- **University of California Berkeley Extension**
Business Communications coursework
- **Advanced Institute of Advertising Studies**
Certificate, Advertising Studies

Application Form

Profile

Steven _____ A _____ France _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Martinez _____ CA _____ 94553 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Acalanes Union High School District _____ Director, Del Valle Education Center _____
 Employer Job Title

Length of Employment

19 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?

49 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

CCC K-12 Adult Ed Representative

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?

Since 2022

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

California State University, Hayward

Degree Type / Course of Study / Major

Bachelor's Degree, English

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California State University, Hayward

Degree Type / Course of Study / Major

Masters Degree, Educational Leadership

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

CA Teaching Credential

Certificate Awarded for Training?

Yes No

Other Training B

CA Administrative Services Credential

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

CLAD Certificate

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

As Director of Acalanes Adult Education and member of the Contra Costa County Adult Education Consortium, my work aligns with the Contra Costa County Workforce Development Board (CCCWDB) to provide "diverse workforce talent" and provide economic mobility economic security for the workers of Contra Costa County. I am an active member of the Contra Costa County Adult Education Network (CCAEN) for K-12 Adult Education Administrators and have been chosen to serve as the K-12 Adult Education Representative from our network. I currently hold this seat on the Workforce Development Board and the CCAEN continue to support my remaining at this position.

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

I am the Director of Acalanes Adult Education and work closely with all Contra Costa County Adult Education agencies and the Contra Costa County Adult Education Consortium to continue providing and developing additional programs to serve the workforce of Contra Costa County.

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:

Workforce Development Board

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.

Homeowner's Association Board President; Association of California School Administrators (ACSA) Adult Education Representative; ACSA Co-Administration Representative; ACSA Diablo Valley Charter President; ACSA Region VI Secretary; ACSA Region VI President; California Association of Pupil Personnel Administrators (CAPPA) President; Pupil Services Coalition at the CDE

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:

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

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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.

Steven A. France

- Objective:** Appointment to the Contra Costa County Workforce Development Board as the K-12 Adult Education Representative.
- Education:**
- | | | |
|--|--------------------------------------|-------------------|
| 2013 | Point Loma Nazarene University | San Diego, CA |
| Child Welfare and Attendance Certificate | | |
| 2003 - 2005 | California State University, Hayward | Hayward, CA |
| Master of Science in Educational Leadership | | |
| 2003 - 2005 | California State University, Hayward | Hayward, CA |
| Tier I/II Administrative Credentials | | |
| 1999 - 2000 | Chapman University | Concord, CA |
| Single Subject Clear Teaching Credential | | |
| 1999 - 2000 | Chapman University | Concord, CA |
| CLAD Certificate | | |
| 1997 - 1998 | California State University, Hayward | Hayward, CA |
| Bachelor of Arts in English, with concentration in New Voices in Literature | | |
| 1994 - 1997 | Diablo Valley College | Pleasant Hill, CA |
| Completed lower division, General Education course-work | | |
| 1990 - 1994 | College Park High School | Pleasant Hill, CA |
| High School Diploma | | |
- Work Experience:**
- | | | |
|--|-------------------------------------|------------------|
| 2015 – Present | Acalanes Union High School District | Walnut Creek, CA |
| Director – Del Valle Education Center | | |
| o Adult Education Administrator | | |
| o AB 86 Representative | | |
| o School Attendance Review Board Chairperson | | |
| o Evaluation of staff | | |
| o Budget Manager | | |
| o Technology Director | | |
| o Student Affairs and Activities | | |
| o Curriculum Coordinator | | |
| o Student Discipline | | |
| o Safety Plan Coordinator | | |
| o Contra Costa County Keeping Kids in School Committee | | |

2012 – 2015 Acalanes Union High School District Walnut Creek, CA

Coordinator – Acalanes Center for Independent Study/Student Services

- o Evaluation of staff
- o Budget Manager
- o Technology Director
- o California Distinguished School Coordinator
- o Student Affairs and Activities
- o Curriculum Coordinator
- o Student Discipline
- o Measure E Committee Member
- o Safety Plan Coordinator
- o School Attendance Review Board Chairperson

2007 – 2012 Acalanes Union High School District Moraga, CA

Associate Principal

- o Evaluation of staff
- o Budget Manager
- o Technology Director
- o California Distinguished School Coordinator
- o Student Affairs and Activities
- o Curriculum Coordinator
- o Student Discipline
- o Measure E Committee Member
- o Safety Plan Coordinator

2008 Acalanes Union High School District Lafayette, CA

Principal, Summer School at Las Lomas High School

- o Evaluation of staff
- o Hiring of staff members.
- o Student Affairs and Activities.
- o Lead Staff Meetings

2005 – 2007 Ygnacio Valley High School Concord, CA

Vice Principal

- o Evaluation of staff
- o Western Association of Schools and Colleges (WASC) Coordinator
- o Facilities Coordinator
- o Student Affairs and Activities
- o Curriculum Coordinator
- o Student Discipline and Counseling

2007-2009 Saint Mary's College Moraga, CA

Faculty Intern for the Master of Arts Teacher Leadership (MATL) Program

- o Working with one of the Saint Mary's faculty teams in the planning, delivery, content and process of one of the courses in the MATL Program.
- o Serve as a Research Advisor for one candidate in the spring.

2006 – 2007 Contra Costa Economic Partnership Concord, CA
Education Stakeholder for the Contra Costa Contingent/Model Schools Conference

- o Working as a team to develop a framework for a countywide public awareness campaign on the global economy and the need for change.
- o Articulating Rigor, Relevance, and Relationships within curriculum.
- o Presenting the 21st Century pre-requisite skills and education and/or training needed for high school students to access high-wage, high-skill, high-demand jobs in Contra Costa County.
- o Preparing high school students for success in the local economy.

2005 Mt. Diablo Unified School District Concord, CA
Principal, Summer Intervention at Ygnacio Valley High School

- o Development of Master Schedule.
- o Hiring of all staff members.
- o Coordination of curriculum for all discipline areas.
- o Student Affairs and Activities.
- o Lead Staff Meetings

1999 – 2005 College Park High School Pleasant Hill, CA
English Teacher and Student Activities Director

- o Teacher of freshman, sophomore, and junior English, and Public Speaking.
- o Leadership teacher: plan and organize student activities, including but not limited to dances, rallies, fund-raisers, etc.
- o WASC Focus Group Leader, 2004
- o Site Council Chairperson, 2003
- o Staff Senate President, 2003
- o Freshman Transition Program Chair, 1999 – 2000
- o Worked on the development of Safety and Fire Evacuation Plan, 2002 – 2005

Professional Organizations:

Association of California School Administrators (ACSA)
-Adult Education Representative Region VI
-Co-Administration Representative Region VI
-Diablo Valley Charter President, 2012 - 2014
-Region VI Secretary, 2011 – 2012
-Region VI President, 2012 – 2013
-Pupil Services Academy Director, 2018 – Present
Association for Supervision and Curriculum Development (ASCD)
California Association of Pupil Personnel Administrators (CAPPA)
-Chairperson, 2016 – 2018
California State University, East Bay (Hayward) Alumni Association

Professional Training:

2012 - 2013 Pupil Services Academy through ACSA
2010 Aspiring Principals Training through ACSA

2008	Master Scheduling Workshop
2006	Model Schools Conference
2005	AB75 Management System for Principal Training

Application Form

Profile

Jualonni _____ A _____ Lloyd _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Vacaville _____ CA _____ 95688 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

N/A - Out of County

Chevron Richmond Refinery _____ ORD Specialist/Community
 Employer Job Title Liaison

Length of Employment

14 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

West Contra Costa

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

14 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

N/A

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?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Eastern Michigan University

Degree Type / Course of Study / Major

Business Management w/Entrepreneurship Curriculum

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Madonna University

Degree Type / Course of Study / Major

International Business & Economics

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Chat GPT Ai

Certificate Awarded for Training?

Yes No

Other Training B

Deepseek Ai

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Mind Journey Ai, DALL-E Ai, Stable Diffusion Ai, Claude 3.7 Ai, Jasper Ai,

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have established formidable community relationships in the Richmond Community and the Contra Costa County Community at large. I have spent several days in the past 14 years as an ambassador for change in these communities. I was the Regional Occupational program instructor for 4 1/2 years which gave me a birds-eye view of the needs of this community. I have a passion for teaching and motivating people to become their best selves while helping them create a lane of consistency and progression in their careers.

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

9 1/2 years as a refinery operator and head operator. 4 1/2 years as ROP Instructor and 6 months as ORD Specialist. Owner of Lloyd Resource Group LLC for 6 years. Owner of Proper Legacy LLC for 5 years. ROP Business Partner for Solano County Office of Education for 10 years. Junior Achievement instructor for 3 years, Young Image Makers Foundation - Buckingham Charter Magnet High School, Vacaville, Ca - (2 years) LinkedIn: <https://www.linkedin.com/in/jaylloyd/>

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.

Volunteer efforts include: Bay Area Rescue Mission (BARM) - Turkey Giveaway and Back to school initiatives (4 years) Richmond Multicultural center - Food Distribution (4 years) Richmond PAL - Cleanup and painting (1 year) Junior Achievement - Volunteer Science Fair Judge (1 year) Red Oak Victory - Painting (1 year)

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:

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

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 - (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.

Application Form

Profile

Carlo _____ M _____ Beckman _____
First Name Middle Initial Last Name

_____ Suite or Apt _____
Home Address

Concord _____ CA _____ 94520 _____
City State Postal Code

_____ Primary Phone

_____ Email Address

District Locator Tool

Resident of Supervisorial District:

District 4

Carlo M. Beckman Consulting _____ Principal Consultant _____
Employer Job Title

Length of Employment

4 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

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

24 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

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?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Saint Mary's College

Degree Type / Course of Study / Major

Doctorate in Leadership

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Saint Mary's College

Degree Type / Course of Study / Major

Master's in Leadership

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Saint Mary's College

Degree Type / Course of Study / Major

Bachelor's in Management

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

P.O.S.T. Certified Instructor

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 am committed to Contra Costa County because it is home. I have lived in Walnut Creek and Concord since 2001. My two children, now 16 and 20, grew up and attended school here, and one is still enrolled locally. I earned my degrees in the county and centered my volunteering here, including mentoring with Year Up and De La Salle Academy and service on the Saint Mary's College Alumni Board. This is the community that shaped my family, and I want to help more residents connect to quality jobs and sustainable careers. Professionally, I bring a cross-sector perspective that combines public service and private industry. In the public sector, I help lead research, planning, and information technology at the Oakland Police Department, and I teach leadership, supervision, ethics, and emotional intelligence to staff. In the private sector, I led customer experience and enterprise support for global technology companies. Across both, I focus on building effective teams, using data to improve outcomes, and developing people so they can do their best work. If confirmed, I would align my contributions to the Board's core services. For youth and young adults ages 16 to 24, WDBCCC supports year-round case management, training, education, and supportive services designed to help participants reengage, earn credentials, and transition into in-demand careers. I can strengthen that pipeline by teaching work readiness and early supervision skills, plus mentoring and coaching essentials that prepare young people for first jobs, internships, and apprenticeships. For employers, WDBCCC offers no cost advising, recruiting, and training supports, including tools that offset training costs and help companies build a strong talent pipeline. I can add value by offering short clinics for frontline supervisors on coaching, feedback, team communication, and retention, as well as manager boot camps tailored to small and mid-sized businesses. These offerings would complement existing business services and be shaped by real hiring needs. For job seekers more broadly, I can support the America's Job Center of California network by delivering practical workshops that improve job search outcomes, including interviewing, workplace communication, and foundational leadership skills for newly placed workers. I am also available to provide train-the-trainer sessions for AJCC staff and partner organizations so these skills reach more residents across the county. Workforce development is about dignity and mobility. When residents gain skills and confidence, families are more secure and businesses can thrive. After more than two decades living, studying, working, and volunteering in Contra Costa County, I am ready to support the Board's mission and help deliver results that people can feel in their everyday lives.

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

I have over twenty years of leadership experience in both the private and public sectors. I have hired hundreds of people over my career, with a particular focus on entry level positions. I also teach a multitude of subjects that are transferrable to the work that the WDBCCC promotes as it relates to workforce training and have a B.A. in Management, an M.A. in Leadership, and a Doctorate in Leadership which augment my practical experience with sound academic theory.

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:

Since I work for the Oakland Police Department, there are times when I need to present information to our City Council or other Commissions for the City of Oakland. If those meetings are scheduled on the same night as a WDBCCC meetings, my work will need to take precedence.

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.

Alumni Board of Directors at Saint Mary's College for six years. I have volunteered and mentored students at: De La Salle Academy, Saint Mary's College, and Year up. I also have volunteered at my local church, Saint Francis De Assisi and the Monument Crisis Center.

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:

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

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Application Form

Profile

Tina _____ Wig _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

Dublin _____ CA _____ 94568 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

District Locator Tool

Resident of Supervisorial District:

N/A - Out of County

Superhuman _____ Director of Talent Acquisition _____
 Employer Job Title

Length of Employment

1

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 4

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

8 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Seat Name

any

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?

None yet, attending on 11/4/25

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Punjab University

Degree Type / Course of Study / Major

Bachelors in Economics

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

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 serve on the Workforce Development Board of Contra Costa County because it directly aligns with my long-standing commitment to empowering job seekers and strengthening community resources. Through my volunteer work with Tri-Valley Career Center, City Serve of the Tri Valley, Open Heart Kitchen and Vineyard Resource Center, I have supported individuals in building resumes, navigating job searches, and preparing for interviews—experience that reflects the Board’s mission of advancing workforce readiness and equity. At the same time, this role offers an opportunity to apply my professional expertise in talent strategy and inclusive recruitment to a broader community impact. Over the course of my career, I have built and led teams, developed equitable hiring practices, and created programs that expand access to opportunity. I am eager to bring both my hands-on community service and strategic leadership experience to help shape programs that expand opportunity, foster economic mobility, and build a stronger, more inclusive workforce for Contra Costa County.

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

Although I reside in Dublin, I have maintained strong and direct ties to Contra Costa County through my real estate investment business. Since 2017, I have owned and actively managed multiple properties in Concord, serving as a landlord who is deeply involved in the community. This ongoing engagement demonstrates my long-term investment and commitment to the economic vitality of Contra Costa County. Two decades of hands-on leadership in hiring and team building — Over 20 years helping organizations grow by finding, developing, and supporting people, always with an eye toward fairness and opportunity. Direct service to job seekers — As a volunteer career coach, I sit with individuals who are nervous about resumes, unsure about interviews, or discouraged in their search. I help them build confidence and take the next step toward meaningful work. Commitment to equity — In both professional recruiting and community coaching, I've worked to ensure doors are open to people who are often overlooked, so that talent and potential aren't lost because of bias or barriers. Experience bringing people together — Skilled at connecting employers, job seekers, and community partners so that opportunities don't just exist on paper but reach the people who need them most. Contribution to Contra Costa's workforce — I bring experience simplifying complex hiring systems into clear, practical steps that make job search tools, resume strategies, and career pathways more approachable and effective for the county's residents.

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.

Volunteer Experience & Causes Volunteer Career Coach | Tri-Valley Career Center, City Serve, Open Heart Kitchen and Vineyard Resource Center | 2025 - Present - Support clients in building strong resumes, navigating effective job search strategies, and preparing for interviews. This work reflects my commitment to workforce readiness and community empowerment, helping individuals gain confidence and access meaningful employment opportunities. She Is Safe (SIS) | April 2011 - Present Member of East Bay chapter of SIS, a nonprofit preventing and rescuing women and girls from exploitation in high-risk regions. Organized multiple fundraisers and awareness campaigns, contributing to resource development and advocacy. The Father's House, Dublin | 2014 - 2015 Children's ministry leader for youth. Led weekend programs focused on youth engagement and mentorship. Pleasanton Library (City of Pleasanton) | July 2011 - Aug 2014 Resume and employment search counselor. Supported community members in workforce development through resume building and job search guidance. Open Heart Kitchen, Livermore | March 2012 - April 2014 Employment search counselor for unemployed and homeless individuals. Facilitated access to local job opportunities and career resources.

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:

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).
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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.
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6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
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 - (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.

Tina Wig



Mission Statement

Dedicated to advancing workforce equity and economic opportunity by empowering job seekers, supporting inclusive career pathways, and strengthening community partnerships. Passionate about bridging the gap between talent and opportunity to build resilient and thriving communities.

Summary

Talent leader with 20+ years of experience building inclusive teams, developing people-centered programs, and driving organizational growth. Recognized for aligning talent strategies with mission objectives, fostering equity and inclusion, and creating scalable systems that empower people and communities. Proven success in stakeholder collaboration, community engagement, and program development across global and diverse environments.

Volunteer Experience & Causes

Volunteer Career Coach | Tri-Valley Career Center, City Serve, Open Heart Kitchen and Vineyard Resource Center | 2025 – Present - Support clients in building strong resumes, navigating effective job search strategies, and preparing for interviews. This work reflects my commitment to workforce readiness and community empowerment, helping individuals gain confidence and access meaningful employment opportunities.

She Is Safe (SIS) | April 2011 – Present Member of East Bay chapter of SIS, a nonprofit preventing and rescuing women and girls from exploitation in high-risk regions. Organized multiple fundraisers and awareness campaigns, contributing to resource development and advocacy.

The Father's House, Dublin | 2014 – 2015 Children's ministry leader for youth. Led weekend programs focused on youth engagement and mentorship.

Pleasanton Library (City of Pleasanton) | July 2011 – Aug 2014 Resume and employment search counselor. Supported community members in workforce development through resume building and job search guidance.

Open Heart Kitchen, Livermore | March 2012 – April 2014 Employment search counselor for unemployed and homeless individuals. Facilitated access to local job opportunities and career resources.

Key Skills Overview

- Community Engagement & Stakeholder Collaboration
- Equity and Inclusion Advocacy
- Program Development & Talent Strategy
- Cross-Cultural Team Leadership
- Inclusive Recruitment & Workforce Development
- Operational Efficiency & Data-Driven Decision Making
- Executive Recruiting for Mission-Driven Organizations
- Succession Planning & Leadership Development

Professional Experience

Director of Talent AI Recruiting | Microsoft AI | Mountain View, CA | March 2025 – Present

- Lead technical recruiting for Copilot and AI Research teams, focusing on building inclusive and impactful teams that advance ethical AI development.

Head of Talent | Moveworks | Mountain View, CA | Nov 2020 – Present

- Built and led global recruiting team from inception.
- Developed inclusive hiring practices and talent development programs aligned with organizational mission.
- Implemented succession planning and employee engagement initiatives to foster a culture of growth and equity.
- Used talent analytics to improve hiring outcomes and support community-building efforts.

Head of Talent | 10x Genomics | Pleasanton, CA | Jan 2019 – Nov 2020

- Scaled organization from 350 to 750 employees, supporting scientific innovation with societal impact.
- Led global recruiting across diverse regions, developed diversity metrics, and partnered with leadership on equitable headcount planning and workforce strategy.

Recruiting Manager | Meta | San Francisco, CA | Jan 2018 – Jan 2019

- Led recruiting teams focused on engineering talent.
- Spearheaded diversity sourcing sessions and community-building events to expand access and representation in tech.
- Mentored teams and collaborated on inclusive hiring strategies.

Recruiting Manager | Box | Redwood City, CA | July 2015 – Dec 2017

- Managed hiring across engineering orgs.
- Recruited leadership candidates and partnered with HR and finance to define equitable hiring scopes and budgets.
- Advocated for diversity and inclusion across teams.

Sr. Recruiter / Recruiting Lead | Dell | Santa Clara, CA | April 2011 – June 2015

- Supported recruiting for new acquisitions and built the first Machine Learning team.
- Led diversity recruiting initiatives and mentored team members in inclusive sourcing techniques.

Sr. Technical Sourcer / Recruiter | Google | Mountain View, CA | Feb 2008 – Nov 2008

Managed full-cycle recruiting for engineering and IT leadership roles, contributing to team growth and organizational impact.

Sr. Technical Recruiter | Akraja Inc. | San Jose, CA | July 2003 – Sep 2007

Developed innovative sourcing strategies and mentored junior recruiters. Conducted training sessions on recruiting and technology fundamentals.

Technical Recruiter | Multiple Agencies | Bay Area, CA | April 2000 – June 2003

Full-cycle recruiting across various industries.

Education

Bachelor's in Economics | Punjab University, India | March 1997

US Citizen

Application Form

Profile

Roberto _____ M _____ Solorzano _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Concord _____ CA _____ 94518 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Department of Rehabilitation _____ District Administrator _____
 Employer Job Title

Length of Employment

27

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 4

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

25 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

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?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

California State University, Northridge

Degree Type / Course of Study / Major

Bachelors Degree in Deaf Studies

Degree Awarded?

Yes No

College/ University B

Name of College Attended

San Diego State University

Degree Type / Course of Study / Major

Masters degree in Rehabilitation Counseling

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

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 am passionate about supporting workforce development initiatives that create equitable opportunities for individuals to gain meaningful employment and achieve economic stability. Serving on the Workforce Development Board would allow me to contribute my experience in program administration and community engagement to help shape strategies that address local labor market needs. I am currently working with the California Department of Rehabilitation, where I have served for almost 28 years assisting Californians with disabilities in obtaining and retaining employment while maximizing their ability to live independently. This experience has given me a deep understanding of the challenges faced by job seekers and the importance of collaboration between employers, educators, and community organizations. I believe this perspective will be valuable in advancing the mission of the Workforce Development Board and ensuring inclusive workforce solutions for our community.

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

Please see the attached copy of my resume, which includes my qualifications.

[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.

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 - (4) Registered domestic partner, pursuant to California Family Code section 297;
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 - (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.

- Directed and manages the workload of the unit.
- Directed and manages the operation of the team/branch in compliance with department regulations, policies, and procedures
- Directed the completion of District program and case reviews, and special studies to ensure the delivery of quality services, compliance, and level of parity of service.

Rehabilitation Supervisor, Berkeley Branch office, January 2007- March 2013

- Directed and manages the workload of counseling unit including casework activities as well as the unit's Personnel activities in compliance with Personnel Policies and Procedures
- Directed and manages the operation of the unit/branch in compliance with department regulations, policies, and procedures
- Developed community resources and comparable benefits and services

Senior Vocational Rehabilitation Counselor, April 1998 – January 2007

- Coordinator for Gallaudet/NTID for Northern/Central California, Oakland
- Transition Partnership Program (TPP) for both California School for the Deaf in Riverside and Fremont Branch offices.

References Available Upon Request



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1012

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve Midyear 2025-2026 Budget Revision



DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Ken Austin, Fiscal Analyst
RE: **FY 2025-26 MID-YEAR BUDGET REVISION**

RECOMMENDATION

That the Full Board approves the FY 2025-26 Mid-Year Budget Revision.

BACKGROUND

Historically, the WDB approves the fiscal year (FY) budget for activities and services executed within the Local Workforce Development Area (Local Area). This budget encompasses the allocation of Workforce Innovation and Opportunity Act (WIOA) funds for Adult, Dislocated Worker, Rapid Response, and Youth programs within the Local Area. Additionally, discretionary grant-source revenues are factored into the budget. Typically, staff will present a mid-year budget report detailing expenditure and any alterations to funding sources, including changes in terms or amounts.

CURRENT SITUATION

Mid-year adjustments to the FY 2025/26 budget are outlined below.

In August 2025 the Urban Forest Management Plan grant (UFMP) began. The total amount awarded to WDB is \$100,000, and was added to the 25/26 budget, but we only anticipate expending 50 percent this fiscal year. It is aimed at improving climate resilience in underserved communities. WDBCCC is supporting Civicorps by hosting green infrastructure-focused job fairs and networking opportunities for the training participants aiming to address environmental inequities by expanding tree canopy coverage in Contra Costa County unincorporated and climate impacted communities.

In September 2025 the James Irvine 2 grant began and the total awarded amount of \$300,000 was added to the 25/26 budget. We only anticipate spending 30 percent this year, and the remainder will be spent in the 26/27 budget. The goal of the grant is to create a regional nonprofit workforce intermediary that formalizes the East Bay Works partnership into a single, coordinated platform.

In December 2025 the \$500,000 High Roads Training Partnership (H RTP) 2 funding ended and has been fully expended in accordance with the approved budget and project objectives. All expenditures were carefully tracked to ensure compliance with the funding requirements.

In March 2026 the Marine Trades and Water Transportation Careers grant was set to end. The contract totaling \$528,000 with the lead agency on the grant, Alameda County Workforce Development Board, has been approved for a contract extension. Once the agreement is finalized with the State, they will modify their contract with WDB that we will accept. The new tentative end date is June 2027.

FISCAL IMPACT

A fiscally sound budget is vital to the operation and integrity of local boards, as it ensures compliance and sustains funding under the Workforce Innovation and Opportunity Act. Currently we have spent 33 percent of our formula funds, not including Dislocated Worker. Ideally, we should be closer 50 percent by mid-year. Measure X youth center capital funds are being transferred from WDB's budget to Public Works.

SCHEDULE

Staff members persist in collaborating with EHSD fiscal personnel to maintain, balance, and carefully monitor the budget. Concurrently, the county budget process is in progress. Close coordination is ongoing between staff and the Employment and Human Services Department fiscal team to ensure the timely submission of budget requests, maintaining a framework of level funding. The Budget went to the Board of Supervisors for approval in December 2025.

ATTACHMENTS

A2a: Fiscal Year 2025/2026 Mid-Year Budget Revision (**Handout**)

For any questions, please contact Ken Austin, Fiscal Analyst at 925-655-3812 or email at kaustin@ehsd.cccounty.us.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1013

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve 2026-2027 Proposed Budget



DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Ken Austin, Fiscal Analyst
RE: **APPROVE FY 2026-27 PROPOSED BUDGET**

RECOMMENDATION

That the Full Board/Executive Committee approves the FY 2026-27 Proposed Budget.

BACKGROUND AND CURRENT SITUATION

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

Below is the current 26/27 budget schedule for reference.

FY 26-27 Budget Schedule	
Department budget presentation due (if applicable)	Monday, March 23, 2026
Recommended budget hearing (& adoption of recommended schedules)	Mon-Tues, April 27-28, 2026
Budget Adoption	Tuesday, May 19, 2026

FISCAL IMPACT

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

SCHEDULE

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

ATTACHMENTS

A3a Fiscal Year 2026-2027 Proposed Budget – **(Handout)**

For any questions, please contact Ken Austin, Fiscal Analyst at 925-655-3812 or email at kaustin@ehsd.cccounty.us.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1014

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve Funds Transfer Request for FY 2025-26 Funds

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Verneda Clapp, Adult and Dislocated Worker Program Manager
RE: **Approve Funds Transfer Request for FY 2025-26 funds**

RECOMMENDATION

That the Full Board/Executive Committee approves the Workforce Development Board of Contra Costa County funds transfer in the amount of \$1,300,000 from the Workforce Investment and Opportunity Act (WIOA) Dislocated Worker program into the Adult program.

BACKGROUND

WIOA formula funds (Adult, Dislocated Worker, and Youth programs) make up a significant portion of the Workforce Development Board of Contra Costa County revenue and provide funding for job-seeker populations and for services to support the needs of local businesses. WIOA funds have a two-year lifespan, meaning that funds that were appropriated July 2025 are available for use through June 2027.

WIOA allows the transfer of funds between the Adult and Dislocated Worker program funding streams in order to maximize customer service and provide Local Workforce Development Areas (Local Area) with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133(b)(4) states that up to and including 100 percent of funds allocated to Title I Adult and Dislocated worker programs may be transferred between these two funding streams.

Adult program funds can be used to support workforce activities for individuals aged 18 and older. Although there are numerous ways to be eligible for the Adult program, most Adult program participants tend to have less attachment to the labor market than their Dislocated Worker program counterparts. This often means that the Adult program participants have lower incomes and may have other barriers that impede their employment. In contrast, eligibility for the Dislocated Worker program is for people who were displaced from jobs through no fault of their own and are unlikely to return to their previous occupation.

CURRENT SITUATION

Lay-offs have slowed in Contra Costa County and Dislocated Workers are not seeking career and training services as much as their Adult program counterparts, which has reduced the demand for dislocated worker formula funds. To balance formula funding, a transfer of funds from dislocated worker formula funds to adult formula funds is requested.

FISCAL IMPACT

The \$1,300,000 transfer of funds from Dislocated Worker program to Adult program has a net zero effect on the overall budget.

SCHEDULE

The transfer of funds from WIOA Dislocated Worker program to WIOA Adult program will also be processed immediately as a part of this action.

ATTACHMENTS

A4a WSD22-09 Transfer of Funds – WIOA Adult/Dislocated Worker Programs - **(Handout)**

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 #: 26-1061

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Approve Release RFP Business Incumbent Worker Program

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Serena Moore, Program & Project Coordinator
RE: **Approve Release Request for Proposals (RFP) for Business Incumbent Worker Program**

RECOMMENDATION

That the Full Board / Executive Committee approve the release of a Request for Proposals (RFP) to implement an employer-led incumbent worker training incubator and to establish an administrative intermediary capacity for regional coordination activities.

BACKGROUND AND DISCUSSION

The Workforce Development Board (WDB) of Contra Costa County supports employer use of public workforce training funds, including the Workforce Innovation and Opportunity Act (WIOA) and the California Employment Training Panel (ETP). While these funding mechanisms create valuable opportunities to invest in worker skills, they also involve technical requirements that can be difficult for employers to navigate.

At the same time, workforce needs increasingly require employers to grow talent from within. To address both challenges, the WDB is proposing the release of a Request for Proposals (RFP) to establish an employer-led incumbent worker training incubator that helps employers design and prepare internal training programs aligned with public funding requirements.

In addition, this RFP includes an administrative component to support limited regional coordination activities, providing a compliant mechanism for employer-of-record and related administrative functions required for regional workforce planning efforts.

CURRENT SITUATION

To comply with County policy and State and federal requirements governing competitive procurement, the Workforce Development Board must release a Request for Proposals (RFP) to competitively select a contractor to carry out the work described above.

The proposed RFP will allow the WDB to solicit qualified entities with demonstrated experience in employer engagement, incumbent worker training development, and workforce system administration, and will provide a consistent and transparent mechanism to support both the employer-led incumbent worker training incubator and the administrative intermediary capacity needed for regional coordination activities.

FISCAL IMPACT

Based on preliminary Fiscal Year 2025–2026 funding allocations, the Workforce Development Board anticipates that up to \$500,000 in Workforce Innovation and Opportunity Act (WIOA) training funds may be available to support contracts resulting from this RFP. If additional funding becomes available before or during the contract period, and such funding supports incumbent worker training purposes, those funds may also be utilized consistent with County and Board requirements.

SCHEDULE

The estimated time is 9 to 12 months needed to release an RFP, evaluate proposals, select providers, and negotiate and execute contracts and staff have started the planning process and created a draft RFP timeline.

RFP Timeline - Draft	
RFP Published	April 1, 2026
Optional Bidders Conference and/or Webinars	April 17, 2026
Questions and Answers - posting period	April 1 – April 17, 2026
Responses to Questions Posted	April 27, 2026
Deadline for RFP Submission	May 8, 2026, by 5:00 PM PST
Contract Compliance Review	May 11, 2026
Fiscal Review	May 18, 2026
Programmatic Evaluation period	May 30 – June 14, 2026
Orientation for Evaluators	
Evaluators Read and Rate	
Reconciliation of Scores/Ranking	
Executive Committee / Full Board – Recommendation of Awards	June 15, 2026
Appeal period (10 business days from letter mailing)	June 16 - June 30, 2026
Contract Negotiations/Contract Development	July 1, 2026
Board of Supervisors - Approval of Contract	October 1, 2026
Contract Start Date	November 1, 2026

For any questions, please contact Serena Moore, Programs & Projects Coordinator at 925-655-3817 or email at smoore@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1089

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Midyear Program Updates

Program Year	22-23		23-24		24-25	
Program	Target	Actual	Target	Actual	Target	Actual
Adult						
Participants		613		665		902
Credential Rate	63%	50%	63%	52%	55%	74%
MSG	56%	57%	56%	52%	58%	78%
Median Earnings	\$7,800	\$9,665	\$7,800	\$9,689	\$9,500	\$9,460
Q2 Employment Rate	64%	72%	64%	68%	70%	71%
Q4 Employment Rate	64%	68%	64%	68%	69%	68%
DW						
Participants		129		144		163
Credential Rate	69%	49%	69%	62%	60%	59%
MSG	61%	42%	61%	51%	50%	73%
Median Earnings	\$10,000	\$10,902	\$10,000	\$8,335	\$9,500	\$13,000
Q2 Employment Rate	70%	71%	70%	65%	69%	77%
Q4 Employment Rate	70%	68%	70%	69%	70%	71%
Youth						
Participants		210		227		192
Credential Rate	61%	54%	61%	23%	54%	63%
MSG	68%	74%	68%	49%	65%	77%
Median Earnings	\$3,870	\$3,472	\$3,870	\$5,262	\$4,000	\$5,710
Q2 Employment Rate	70%	63%	70%	63%	63%	67%
Q4 Employment Rate	68%	76%	68%	52%	68%	75%

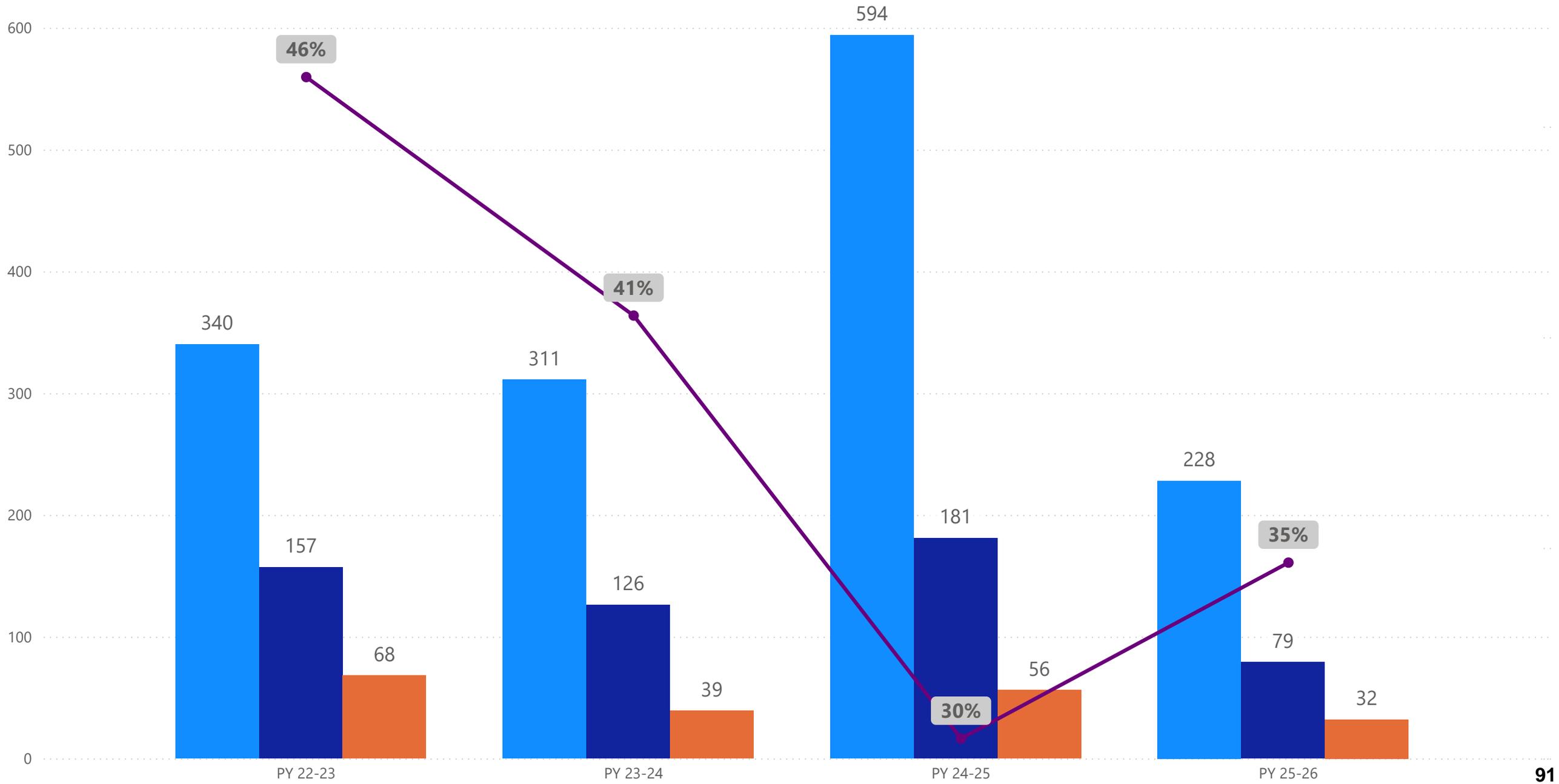
WIOA Performance Measures

Quarter		Q1		Q2	
Program	25-26	Target	Actual	Target	Actual
Adult					
Participants			485		423
Credential Rate		55%	67%	55%	54%
MSG		58%	69%	58%	69%
Median Earnings		\$9,500	\$9,094	\$9,500	\$9,358
Q2 Employment Rate		70%	71%	70%	52%
Q4 Employment Rate		69%	67%	69%	49%
DW					
Participants			105		85
Credential Rate		60%	49%	60%	41%
MSG		50%	68%	50%	73%
Median Earnings		\$9,500	\$11,828	\$9,500	\$9,885
Q2 Employment Rate		69%	73%	69%	61%
Q4 Employment Rate		70%	73%	70%	54%
Youth					
Participants			117		95
Credential Rate		54%	63%	54%	56%
MSG		65%	79%	65%	73%
Median Earnings		\$4,000	\$6,166	\$4,000	\$6,141
Q2 Employment Rate		63%	61%	63%	49%
Q4 Employment Rate		68%	74%	68%	52%

WIOA Performance Measures Program Year 25-26 Q1 & Q2

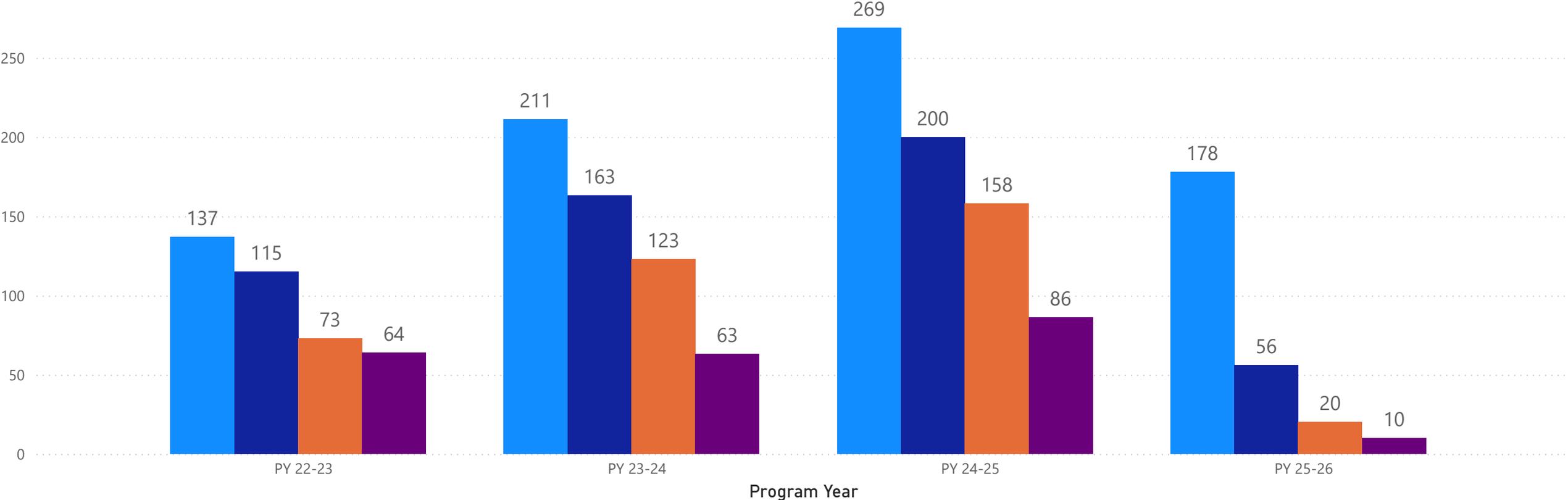
Case Closures Employment Placements - Rubicon

● Total Closed Cases ● Total Employed ● Training Related Employment ● Employment Placement Rate %



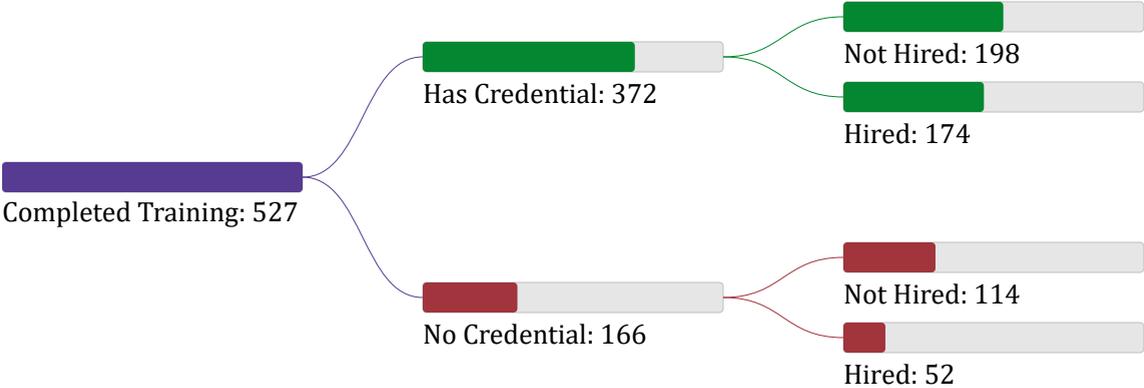
Training Participants Path - Rubicon

● Total Participants ● Completed Training ● Credentialed After Completion ● Hired After Training



Total in Training during PY25

235



DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Verneda Clapp, Workforce Services Specialist, Adult Programs Manager
RE: **Close Out Report on Prison to Employment (P2E) 2.0 Grant Initiative**

BACKGROUND AND OVERVIEW

The Prison to Employment (P2E) Initiative provided resources for direct services, supportive services and earn and learn opportunities to formerly incarcerated and justice-involved individuals who lack support in obtaining a road to self-sufficiency. In July 2018, legislature approved general funding for the P2E 1.0 initiative to serve the formerly incarcerated and other justice-involved individuals to help to sustain a level of self-sufficiency. In January 2023, the funding for P2E 2.0 was awarded to the East Bay Regional Planning Unit (EBRPU) which consists of Alameda County (grant lead), City of Richmond, City of Oakland and Contra Costa County to continue the work of serving those that were formerly incarcerated or justice-involved individuals, to assist with training and education and employment placement. EBRPU encompasses a large geographic and demographic segment of the San Francisco Bay Area that includes the local workforce development boards (WDBs) of Alameda County, Contra Costa County, City of Oakland and City of Richmond. Alameda County was awarded regional funding for P2E 2.0 grant and each of the local boards in the EBRPU was granted funding to continue to serve our justice involved population achieve self-sufficiency.

The grant term was January 2023 through December 2025 with funding allocated through regional planning units (RPU) across California. The services delivered from the funding was accessed through America’s Job Centers of California (AJCCs), Community Base Organizations (CBOs) and partner agencies with the intent to bridge the identified service gaps that the justice involved encounter.

Services to engage participants were executed through contract agreements and included community-based organization (CBO) partner Rubicon Programs, which implemented a P2E service delivery strategy that provided justice-involved and formerly incarcerated individuals an array of coordinated training services to help participants achieve stability and self-sufficiency. Training services included but were not limited to earn and learn opportunities, skills upgrade training and retraining, on-the-job training (OJT) as well as WIOA basic and individualized career services and wrap around support services.

PERFORMANCE OUTCOMES

Prison to Employment Initiative	New Enrollments	Enrolled in Training	Completed Training	Credential Attainment	Post-secondary Education	Employment Placements
GOAL	15	7	3	3	1	6
ACTUAL	27	12	11	6	1	8

There were 27 enrollments in P2E 2.0 with performance outcomes exceeding the goals of the grant. With top percentage numbers in new enrollments (180% of the goal), enrolled in training (171% of the goal) and completed training (366% of the goal).

FUNDING

EBRPU P2E 2.0 - Alameda County Lead agency, WDBCCC partner allocation \$122,901.24 - 22.5% of \$546,227.73

For any questions, please contact Verneda Clapp, Workforce Services Specialist Adult Program Manager at 925-655-3807 or email at vclapp@ehsd.cccounty.us



DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Jed Silver, Program Manager
RE: Close-out Report for the Medical Assisting Upskilling Project

BACKGROUND

The Medical Assisting Upskilling Project was implemented under the High-Road Training Partnership – Resilient Workforce Program, funded by the California Workforce Development Board through a \$500,000 planning grant (April 1, 2024 – December 31, 2025). WDBCCC partnered with nine local community health clinics in Alameda and Contra Costa Counties to address high turnover among frontline staff.

This initiative aimed to broaden the scope of practice for Medical Assistants, improving retention and continuity of care for vulnerable populations. Through stakeholder engagement and consensus building, four specialized training areas were developed:

- Business Services
- Behavioral Health
- Pre-Natal
- In-home Medical Devices

Additionally, Memorandums of Understanding (MOUs) were secured to ensure ongoing collaboration between clinics, frontline staff, and unions. This effort promotes health and economic equity across the region.

PROGRAM HIGHLIGHTS

1. Medical Assisting Upskilling Project – Curriculum Development

Objective: Broaden the scope of practice for frontline Medical Assistants to improve retention and continuity of care.

Context: Developed through stakeholder engagement and consensus building with nine community health clinics in Alameda and Contra Costa Counties.

Accomplishments:

- Four specialized curricula created: Business Services, Behavioral Health, Pre-Natal, In-home Medical Devices.
- MOUs secured to ensure cooperation among clinics, staff, and unions.

2. Partnership Engagement and Planning Outcomes

Objective: Strengthen collaboration between clinics, unions, and training providers to support workforce development.

Context: WDBCCC partnered with Contra Costa Economic Partnership (CCEP) and Redlo Health Services to design and plan training delivery.

Accomplishments:

- Nine community health clinics are actively engaged.
- Consensus-driven approach ensured alignment with workforce and patient care need

3. Grant Status and Compliance

Objective: Ensure successful completion of planning grant deliverables and fiscal accountability.

Context: The Medical Assisting Upskilling Project was funded through a \$500,000 planning grant from the California Workforce Development Board under the High-Road Training Partnership – Resilient Workforce Program. The grant period was April 1, 2024 – December 31, 2025, and focused on planning activities rather than direct training implementation.

Accomplishments:

- CWDB approved all reports and confirmed objectives met.
- Grant funds fully expended.

CONCLUSION AND NEXT STEPS

WDBCCC secured Employment Training Panel (ETP) funds to pilot the curricula. Lifelong Medical Services will upskill at least 45 Medical Assistants, with pay raises for successful participants. WDBCCC will monitor attrition and promote career advancement.

For further questions, please contact Jed Silver, Program Manager, at jsilver@ehsd.cccounty.us

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Noramah Burch, Youth Program Manager
RE: **Civil Engineering Degree Apprenticeship Pathway (CEDAP) Midyear Report**

BACKGROUND

The Civil Engineering Degree Apprenticeship Pathway (CEDAP) establishes a structured 5-year educational and career pathway for entry-level community college students (Contra Costa College and later, Diablo Valley College) to transition into civil and transportation engineering careers. Program Components include pre-apprenticeship activities and paid work experience. This project aims to prepare students with foundational skills and practical experience. By creating Cohort-Based Learning Communities, providing 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 statewide. The program specifically targets women, low-income students, and individuals from ethnicities traditionally underrepresented in civil and transportation engineering. \$5 Mil was awarded to the WDBCCC by the Department of Labor's Building Pathways to Infrastructure Grant to launch this 5-year Civil Engineering Degree Apprenticeship Pathway.

Key partners include: three major Civil Engineering Employers, two California State Universities, eleven Community Colleges (including Contra Costa Community College District, Regional Workforce Development Boards in Northern and Southern California, and Workforce Intermediaries such as the Institute for American Apprenticeships and Growth Sector.

PERFORMANCE – Q1 and Q2 PY 2026

- The first Bridge program (Math) was launched at Contra Costa College (15 Students)
- All 15 Bridge Program students continued college level pre-engineering classes
- 37 community college students completed summer engineering internships
- 2 of the summer engineering interns were hired by Caltrans while they continue working towards a 4-year engineering degree)

SUCSESSES

- The Pre-Apprenticeship portion of the pathway was successfully registered with CA Division of Apprenticeship Standards
- The partnership is seeking the Governor's approval for creation of a Civil Engineering Apprentice job classification which would replace the more general Student Aid designation

most state agencies use for workers who are still in school. If approved, the new classification would give apprentices benefits and allow them to participate in Caltrans deferred comp plan.

For any questions, please contact Noramah Burch, Workforce Services Specialist Youth Program Manager at 925-655-3811 or email at nburch@ehsd.cccounty.us

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Noramah Burch, Youth Program Manager
RE: **WIOA Youth/Young Adult Program Midyear Report**

BACKGROUND

The WIOA Youth Program is a federally funded U.S. program designed to help young people (ages 14–24) who face barriers to education, training, and employment. It provides personalized support, such as paid internships, job training, academic assistance, and career mentoring to help them transition into stable jobs or higher education.

Key WIOA Youth Program Services and Activities:

- **Work-based learning:** This includes paid work experience such as internships, apprenticeships, and on-the-job training.
- **Occupational skills training:** The program offers training in various fields to help youth acquire in-demand skills.
- **Education and training:** This includes support for earning high school diplomas or equivalencies, as well as opportunities for postsecondary education and training.
- **Leadership development:** Opportunities for leadership development are provided to foster confidence, employability, and positive social behaviors.
- **Supportive services:** These services address barriers to participation, such as assistance with transportation, childcare, and housing.
- **Mentoring:** Adult mentoring provides guidance, support, and encouragement to help youth develop their skills and character.
- **Financial literacy education:** This helps youth develop the skills to manage their finances effectively.
- **Labor market and employment information:** Youth receive information about job opportunities and the skills needed to succeed in the workforce.
- **Follow-up services:** The program provides follow-up support for a minimum of one -year to ensure youth maintain their employment and continue to make progress.

PERFORMANCE

- **122** Youth served (program year-to-date)
- **202** instances of career exploration and job-readiness training
- **33** participated in paid work experiences with local employers for thousands of hours of contribution to local employers.
- **98** supportive services were provided (transportation assistance, tools, clothing, incentives)

- Service delivery continues to be refined by providing 4-6 technical assistance training courses per year, standardizing tools and processes (when feasible) across providers
- Program retention was enhanced by raising the work-experience wage to \$18.00/hour with opportunities for advancement and wage increases helping to meet the 40% Work Experience Expenditure threshold
- The two service providers selected through the spring 2025 RFP began the new contract cycle
 - Contra Costa County Office of Education – East and West
 - Mt Diablo Unified School District – Central
- Sole Source Contract with International Rescue Committee – expected July 1, 2026
- WIOA Outcomes are on-target to meet benchmarks by the end of the program year.
 - Measurable Skills Gain 73.2%
 - Credential Attainment 56.10%
 - Placement in employment and/or post-secondary 2nd Quarter 48.50%
 - Placement in employment and/or post-secondary 4th Quarter 51.60%

FUNDING

Of particular significance is the 47% increase in funding (\$80,099) compared to the prior year. Youth provider contract renewals will increase the number of youth served, expand services to additional sites, fund additional services and on board an additional youth provider.

For any questions, please contact Noramah Burch, Workforce Services Specialist Youth Program Manager at 925-655-3811 or email at nburch@ehsd.cccounty.us

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Anisa Smith, Workforce Services Specialist & CCWORKS Program Manager
RE: **CCWORKS Mid-Year Report, July 2025-December 2025**

BACKGROUND

The CCWORKS Subsidized Employment Program is administered by the Workforce Development Board of Contra Costa County (WDBCCC) in partnership with the Workforce Services Bureau. This program provides employment placement services to CalWORKs and Welfare-to-Work (WTW) participants throughout Contra Costa County.

CCWORKS offers participating employers a wage subsidy ranging from \$16.90 to \$21.00 per hour for up to six months, with the potential for a six-month extension. This allows participants to build valuable skills and gain meaningful work experience that supports their transition into permanent, unsubsidized employment.

Employment Counselors collaborate closely with both employers and participants to ensure effective job matching based on skills, experience, and workforce needs.

ALLOCATION & EXPENDITURE

- Participant Wages: \$221,945.86
- CalWORKs Expanded Subsidized Employment allocation for FY25-26 \$4,278,049

PERFORMANCE

- 32 Clients Served
- 12 CCWORKS (Subsidized Employment) Work Experience (WEX) Placements
- 19 Unsubsidized Employment Placements (Non-CCWORKS)

SUCSESSES

- Hourly wages increased in January 2025 from \$16.50 to \$16.90
- CCWORKS participants are now eligible for up to 40 hours of sick leave after 90 days of employment.

CHALLENGES

- Wages not competitive/livable wage

For any questions, please contact Anisa Smith, Program Manager at 925-655-3824 or email at asmith1@ehsd.cccounty.us

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: LaTosha Stockholm, Administrator
RE: **Measure X Youth Centers Update**

BACKGROUND

The Measure X Youth Centers Project is a countywide initiative to expand access to youth enrichment and support opportunities for youth ages 12–18 in Supervisorial Districts 3, 4, and 5. The initiative focuses on providing safe, welcoming, and youth-centered spaces where young people can engage in positive activities that support academic success, wellness, leadership development, and career readiness through a coordinated network of community partners.

CURRENT SITUATION

Most Measure X Youth Services are now active across Supervisorial Districts 3, 4, and 5 following a phased rollout that began in July 2025. In Districts 3 and 5 services are currently delivered through schools, libraries, and community-based locations. The Community Youth Center (CYC) serves as the fully operational, brick-and-mortar Youth Center for District 4 and is open as a centralized location where youth can access a coordinated range of Measure X activities and supports. While designated physical Youth Center locations in Districts 3 and 5 are still in development, youth who reside in Contra Costa County may participate in all available activities, including those offered at the CYC. Planning and development of dedicated physical Youth Center locations in Districts 3 and 5 remain underway.

Activities currently include academic support, sports and fitness, creative arts and cultural programming, mentoring and leadership development, mental health and wellness supports, and youth employment and job readiness. Community partners are continuing to stabilize and refine programming while expanding youth participation and strengthening coordination during this implementation phase.

NEXT STEPS

Staff are coordinating with County communications and marketing teams to support broad awareness of Youth Center activities across Districts 3, 4, and 5. Outreach will include social media, website updates, and coordination with community partners, schools, and local networks to ensure young people, their families and key stakeholders are informed of available activities and how to access them. Staff will continue to provide the Board with updates on outreach efforts, participation trends, and ongoing implementation.

Additionally, an Ad Hoc Working Group for the Youth Centers Project, previously approved by the Youth Committee, is expected to convene beginning in April 2026 to review implementation progress, identify

challenges and opportunities, and provide recommendations to support continued program effectiveness.

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

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Yelena Miakinina, Program & Project Coordinator
RE: **Oil & Gas Workforce Advancement & Mobility Initiative**

Oil & Gas Workforce Career Mobility Initiative

(Formerly the Displaced Oil and Gas Worker Fund – DOGWF)

BACKGROUND

The Oil & Gas Workforce Career Mobility Initiative was established to support oil and gas workers in Contra Costa County impacted by refinery layoffs and broader industry contraction. Contra Costa County remains one of California’s highest concentrations of refinery workers, making workforce transition both an economic and community priority.

The initiative focuses on preserving economic stability for impacted workers while creating structured career mobility pathways into high-growth sectors such as construction, advanced manufacturing, energy, transportation, and healthcare. The program leverages union partnerships, employer engagement, and supportive services to ensure participants transition efficiently while maintaining long-term wage potential.

PROGRAM IMPLEMENTATION AND CURRENT STATUS (YEAR ONE – AS OF JANUARY 2026)

During its first year, the program concentrated on strengthening infrastructure, aligning partners, and responding to significant industry developments. Two major WARN notices were issued by Chevron and Valero, signaling substantial workforce impacts in the region. Both companies formally indicated their willingness to collaborate with local Workforce Development Boards to support affected workers, reinforcing WDBCCC’s role as the central coordinating entity for workforce transition efforts and strengthening employer referral pipelines.

A central implementation strategy has been the partnership with the Laborers’ International Union of North America (LIUNA) and Local 324. Through this collaboration, WDBCCC organized a pilot training cohort in Martinez designed specifically for union members, ensuring participants could remain within their union while expanding eligibility for construction-related employment.

The pilot program ran from November 2025 through January 2026 and included training in safety, fundamentals of construction, blueprint reading, and pipe laying. Ten individuals completed a Laborers Union interest form to participate. Two withdrew from the program, two returned to work, and six successfully graduated in January 2026. Upon completing the six-week training session, participants

became eligible to apply for placement on the Construction and General Laborers Union list, expanding employment access while maintaining union membership.

The pilot's outcome demonstrated strong alignment with labor market demand. Four graduates secured new construction employment through the union within one week of completing the program. Two participants elected to continue additional training and supportive services. Participants in the pilot cohort received approximately \$5,000 each in incentive-supported services to stabilize them during the transition period.

Employer engagement and union coordination have strengthened over the course of the year. The program has moved from initial system alignment into active training, placement, and pipeline expansion, positioning it for continued enrollment growth and increased employment outcomes in 2026.

SERVICES AND SUPPORTS

Participants receive individualized career coaching, case management, tuition and certification support, incentive payments, and transportation and supportive services. Co-enrollment through AJCC ensures coordinated wraparound assistance during training and employment transition.

PROGRAM MOMENTUM

In addition to workforce training efforts, WDBCCC is partnering with the Corporation for a Skilled Workforce on an 18-month pilot project focused on workforce system innovation and participant engagement. Through this partnership, WDBCCC anticipates engaging at least 50 jobseekers in structured feedback activities over the project period. Participants will complete surveys, spend approximately one hour engaging with an online tool, and may participate in focus groups. An initial group of approximately 25 participants is expected to engage around June, followed by a second group in January 2027. The partnership also seeks connections with employers and members of the education and training community to complete similar tools aligned with their expertise.

Participating jobseekers will receive stipends from the Corporation for a Skilled Workforce in recognition of their time and participation. Findings from the pilot will inform ongoing program improvement and strengthen system-level workforce strategies.

For any questions, please contact Yelena Miakinina, at ymiakinina@ehsd.cccounty.us

DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Patricia Conley, Workforce Services Specialist & Maritime Program Manager
RE: **Marine Trades Skills Training and Waterfront Transportation Careers**

BACKGROUND

The High Roads Training Partnership (H RTP) Marine Trades and Waterfront Transportation Careers (MTWTC) program delivers a 10-week curriculum designed to prepare participants for entry-level careers as marine painters, machinists, carpenters, and welders. Training includes:

- Industry-recognized safety certifications
- Hands-on technical instruction
- Personal and professional development
- Comprehensive supportive services, including participant stipends

In collaboration with the Workforce Development Boards (WDB) of Alameda, Oakland and Contra Costa Counties (CCC), the MTWTC program continues recruitment from communities historically underrepresented and lacking access to maritime industry career pathways.

PERFORMANCE OUTCOMES

As of the end of February 2026, 21 individuals have obtained jobs:

- 52 individuals will be trained by March 13, 2026, and an additional 48 will be enrolled by the tentative extension date of June 2027.
- Cohort 6 is tentatively scheduled to begin April 27, 2026
- Participants receive safety boots, hard hats, Working Waterfront Coalition uniforms, the opportunity to earn \$1,250 in training stipends and up to \$300 in performance incentives.
- Bay Ship & Yacht - 2 Welders, 1 Machinist, 3 Painters (1 Painter promoted to Welder)
- Westar Marine - Heavy Machine Operator
- Marine Exchange - Data Analyst
- Hardwoods Distribution - Forklift Operator
- Clorox Company - Manufacturing Engineer
- BART or AC Transit - Transportation Operator
- Montrose Air Quality - Services Field Technician
- IQ Recycling - Loader/Unloader
- Working Waterfront Coalition - Intern Training Assistant
- Contra Costa County – Custodian

Two individuals have also been placed in Apprenticeships:

- Local Union 34 Pile Driver Apprenticeship
- Local Union 32 Pile Driver, Diver, Bridge/Wharf/Doc Builder Apprenticeship

EXPANDING PARTNERSHIPS

WDBCCC was at the helm of launching the Marine Trades & Water Transportation Careers program and its impact and scope continues to grow. Cal Poly Maritime and Northrop Grumman have joined the partnership and have added a bigger and broader vision to maritime workforce development. The training has expanded to include developing core skills for shipbuilding to align with efforts and strategies for attracting a major shipbuilder to the region. The MTWTC program is also partnering with the Port of San Francisco and San Francisco Ferry to offer a “greening of the maritime industry” training module to instruct about sustainability and the future of low and zero emissions ferries.

For more information please visit WDBCCC.com to read articles on the [Marine Trades Skills Training and Waterfront Transportation Careers](#) programs, as well as [Workforce Initiatives](#).



For any questions, please contact Patricia Conley, Program Manager, at 925-655-3818 or email at pconley@ehsd.cccounty.us.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1090

Agenda Date: 3/18/2026

Agenda #:

Advisory Board: Workforce Development Board

Subject: Brown Act Updates



DATE: March 18, 2026
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
SUBJECT: **Brown Act Updates**

BACKGROUND

Effective January 1, 2026, SB 707 amends the Brown Act by adding new reasons for “just cause” remote appearance. As a Brown Act-governed public body, the Committee is provided with a summary of recent updates to teleconferencing provisions, including revised procedures and guidance on remote participation as a reasonable accommodation. Contra Costa County Counsel issued a memo reviewing reasonable accommodations, procedures for requesting remote attendance as a reasonable accommodation, and remote attendance procedures.

ATTACHMENTS

I1a SB 707 Fact Sheet – Open Meetings: Meeting and Teleconference Requirements

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

Fact Sheet



November 2025

SB 707 - Open Meetings: Meeting and Teleconference Requirements (Durazo)

Signed into Law: October 3rd, 2025

Summary

This bill modernizes [the Brown Act](#) by:

- Expanding teleconferencing options.
- Requiring two-way remote access for the public.
- Establishing new requirements for certain "eligible legislative bodies".

Overview

Effective July 1, 2026 through January 1, 2030, this bill updates California's open meeting laws known as the Ralph M. Brown Act.

It requires eligible legislative bodies, including city councils and county boards of supervisors in larger jurisdictions to provide two-way telephonic or audiovisual platforms for public meeting participation, with specific requirements for translation, public comment, and meeting disruption. Contra Costa County boards are required to comply with these changes.

The bill expands opportunities for remote meeting participation, including for members with caregiving needs or other justified reasons, while maintaining provisions to ensure public transparency. It allows teleconferencing under various circumstances, including emergencies and for specific types of bodies like health authorities and student organizations. SB 707 also mandates that meeting agendas be translated into languages spoken by

20% or more of the local population

SB 707 aims to modernize public meeting access by:

- Reflecting technological changes.
- Promoting broader civic engagement.
- Providing flexibility for different types of local government bodies while maintaining the core principles of open government.

Key Provisions:

Mandatory two-way telephonic or audio-visual platforms (July 1, 2026 – January 1, 2030).

Platform Specific Requirements: must include specific guidelines for handling translation, public comment and instances of meeting disruption.

Language Accessibility Mandate: Translate meeting agendas and public meeting webpages into any language spoken by 20% or more of the local population. Assistance must also be provided to individuals using personal interpreters by providing space and additional time for interpretation. The body must publicize instructions on how to request such assistance.

- According to the American Community Survey, no language other than English is spoken by 20% or more of Contra Costa County's population.

Expands opportunities for remote meeting participation for members of legislative bodies.

What is the Brown Act?

The law which guarantees the public's right to attend and participate in meetings of local legislative bodies is the Ralph M. Brown Act. The Ralph M. Brown Act governs meetings conducted by local legislative bodies, such as boards of supervisors, city councils and school boards.

The purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by secret legislation by public bodies. The Act represents the Legislature's determination of how the balance should be struck between public access to meetings of multi-member public bodies on the one hand and the need for confidential candor, debate, and information gathering on the other.

The existing Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, of a local agency be open and public and that all persons be permitted to attend and participate.

Continued

Meetings Impacted:

Any Brown Act-covered body that holds open and public meetings created by a charter, ordinance, resolution or formal action of a legislative body such as:

- Board of Supervisors
- Advisory Committees
- Standing Committees
- Multijurisdictional Regional Bodies such as Housing Authorities
- City Councils and many others

EHSD Meetings Impacted Include:

- Advisory Council on Aging
- Advisory Council on Equal Employment Opportunity
- Contra Costa Council on Homelessness
- Economic Opportunity Council
- Family and Children's Trust Committee
- Family and Human Services Committee
- First 5 – Contra Costa Children and Families Commission
- In-Home Supportive Services Public Authority Advisory Committee
- Measure X Community Advisory Board
- Workforce Development Board (WDB)

Sources:

- [The Brown Act: Open Meetings For Legislative Bodies \(2003\)](#)
- [the_brown_act_summary.pdf](#)
- [Governor Signs Senator Durazo's SB 707 to Modernize Brown Act and Expand Public Meeting Access | Senator Maria Elena Durazo](#)
- [CA SB707 | BillTrack50](#)
- [CapitolTrack v3.5](#)
- <https://www.billtrack50.com/billdetail/1842597#:~:text=These%20bodies%20must%20also%20translate,public%20meeting%20accessibility%20and%20transparency.>
- [Censusreporter.org](#), American Community Survey (ACS) table C16001 (ACS 5 year estimate).
- [Boards and Commissions | Contra Costa County, CA Official Website](#)