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

RECOMMENDATION

Staff recommend the Full Board/Executive Committee:

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

BACKGROUND

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

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

CURRENT SITUATION

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

FISCAL IMPACT

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

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