



DATE: October 8, 2025
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Triennial Sunset Review of Appointed Boards, Committees, and Commission Phase III**

RECOMMENDATION

That the Executive Committee approve the Draft WDBCCC Triennial Sunset Review of Appointed Boards, Committees, and Commissions – Phase III report as presented.

BACKGROUND

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the ongoing purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the Advisory Body Handbook. (The Handbook is available on the 'Board of Supervisors' page on the County website).

The review includes:

- An evaluation of the body's level of involvement in County programs relative to the duties and responsibilities defined in the establishing authority
- Action accomplished or complete on issues assigned to the body by the Board of Supervisors
- The justification for continuance
- Citation of the appropriate government codes mandating the body and its activities
- A recommendation from the staff of the body regarding revisions and statement of body's effectiveness
- A recommendation from the Department Head regarding continuance or deletion of body

CURRENT SITUATION

It is time again to submit an updated Triennial Sunset Review to the Clerk of the Board by December 1, 2025.

ATTACHMENTS

A1a [Triennial Sunset Review of Appointed Boards, Committees, & Commissions Phase III \(Program Years 2022,2023, & 2024\) - DRAFT](#)

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

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase III

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase III of the Triennial Review will cover the years 2022, 2023, and 2024. Please complete all three parts of the attached survey, including [Part I: Questions](#),

Part II: Materials, and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Monday, December 1, 2025**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
 Attn: Lauren Hull, Senior Management Analyst
 1025 Escobar Street, 1st Floor
 Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

STAFFING & CONTACT INFORMATION

Name of Advisory or Independent Body: Workforce Development Board of Contra Costa County, 4071 Port Chicago Highway, Suite 200 Concord, CA 94520

Name of Person Completing the Triennial Review Survey: Tamia Brown, Executive Director

Chairperson Name: Terry Curley, WDBCCC Board Chair

Main Staff Person Name: Rochelle M. Soriano, Executive Assistant

Staff Agency/Department: Employment Human Services Department Workforce Development Board of Contra Costa County

Main Staff Telephone Number: 925-655-3808

Main Staff Email: tbrown1@ehsd.cccounty.us

Website (enter "N/A" if the body does not have a website): www.wdbccc.com

How many staff members provide support for this body? 21 WDB Staff

On average, how many total hours per week of staff support does this body utilize? 40 hours

MEMBERSHIP

1. **How many authorized, voting seats are on the body?** 25 Authorized Voting Seats
2. **How many authorized, voting seats are currently filled?** 15 Filled Authorized Seats
3. **How many members are up to date on all three training requirements (Brown Act, Ethics, and Implicit Bias)? A signed training certificate dated within two years is considered up to date.** 10
4. **Does the body have a sufficient number of members to achieve its mission?**
☒ Yes
☐ No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

[Click or tap here to enter text.](#)

5. Does the body have a sufficient composition of members/types of seats to achieve its mission?

☒ Yes

☐ No

If “No”, please indicate which seats you would modify and why.

Click or tap here to enter text.

6. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?

☒ Yes

☐ No

If “Yes”, please describe the membership challenges experienced.

The body has experienced high member turnover, which has impacted continuity and institutional knowledge. While efforts have been made to fill vacancies promptly, consistent retention has been challenge. This turnover has occasionally made it difficult to maintain quorum and has placed added pressure on remaining members. Recruitment strategies are being reviewed to improve stability and long-term engagement.

7. Are there special qualifications, requirements, or prerequisites for members to serve on the body?

☒ Yes

☐ No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

Yes. For business members, they must be individuals with optimal policy making or hiring authority on behalf of the entity he or she represents. They may be executives or employers that provide job opportunities in-demand industry sectors or that provide job opportunities that include high-quality, work relevant training in such sectors in our area. See Bylaws. Pp. 3-4, for detail on seat categories. Flex Seats must be filled by individuals having demonstrated experience or expertise in the field of workforce development, human resources, or training and development – or an individual whom the Local Board recognizes as having made valuable contributions in these areas. Members must either live or work in Contra Costa County.

WDB board membership composition and requirements are guided by WIOA Section 207 and 20 CFR Section 320.679. They are both important and necessary to ensure membership is relevant requirements have not limited recruitment.

MEETINGS

1. How many “full body” meetings were scheduled during the last 36 months?

PROGRAM YEAR 2024-2025

4 – Full Board

4 – Executive Committee

4 – Youth Committee

3 – Business & Economic Development Committee

PROGRAM YEAR 2023-2024

4 -Full Board

5- Executive Committee

5 – Youth Committee

5- Business & Economic Development Committee

PROGRAM YEAR 2022-2023

4 – Full Board

8 – Executive Committee

6 – Youth Committee

6 – Business & Economic Development Committee

PROGRAM YEAR 2021 -2022

4 – Full Board

8 – Executive Committee

6 – Youth Committee

6 – Business & Economic Development Committee

2. **How many “full body” meetings were cancelled during the last 36 months?** [Click or tap here to enter text.](#)

PROGRAM YEAR 2024-2025

1- Full Board

2- Youth Committee

2 – Business & Economic Development Committee

PROGRAM YEAR 2023-2024

1 – Full Board

2 – Executive Committee

3 – Business & Economic Development Committee

PROGRAM YEAR 2022-2023

1 – Full Board

1 - Executive Committee

1 – Business Economic & Development Committee

1 - Youth Committee

3. **How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?** [Click or tap here to enter text.](#)

PROGRAM YEAR 2024-2025

1- Full Board

2- Youth Committee

2 – Business & Economic Development Committee

PROGRAM YEAR 2023-2024

1 – Full Board

2 – Executive Committee

3 – Business & Economic Development Committee

PROGRAM YEAR 2022-2023

1 – Full Board

1 – Executive Committee

1 – Business Economic & Development Committee

1 – Youth Committee

4. **How many subcommittees does the body have and how frequently do they meet?**

Two subcommittees – Youth Committee and Business & Economic Development Committee. Each committee has a meeting four times per year, with one meeting in each quarter of the calendar or fiscal year.

5. **How many times did members attend meetings remotely for “just cause” in the past year?** None
6. **How many times did members attend meetings remotely for “emergency circumstances” in the past year?** None
7. **Aside from being in person, how can members of the public view meetings and provide public comment?**
 - ☐ N/A (i.e. attending in person is the only option)
 - ☒ Via both phone and an online platform
 - ☐ Via phone only
 - ☐ Via an online platform only

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. **How does the body engage stakeholders and the general public on issues and programs within the body’s area of responsibility?** Workforce Development Board members serve as ambassadors, engaging businesses, and members of the community; Staff to the Board are involved in a myriad of outreach efforts; examples are Workforce Integration Networks, Chamber of Commerce events, forums planned and hosted by ad hoc coalitions Board staff, education partners and community-based organizations. A period for public comment is included on the agenda of every public meeting: such comments are welcomed and encouraged.
 2. **How are stakeholder and public input incorporated into the body’s mission and objectives?** The Workforce Development Board (WDB) seeks input and guidance through a transparent strategic planning process that incorporates stakeholder and public feedback, as well as findings from environmental scans, asset mapping projects, and other studies. These efforts help gather insights from communities directly impacted by the WDB’s work. Open community forums, along with a 30-day public period, are integral components of both the Regional and Local Planning processes.
The Local Board has established Standing Committees – including the Executive Committee, Youth Committee, and Business & Economic Development Committee - which provide information and support to the Board within their respective focus areas. To ensure diverse and relevant representation, and to prevent committees from becoming too insular, the Workforce Innovation and Opportunity Act (WIOA) requires that non-board members with subject matter expertise be appointed to Standing Committees. At the program operations level, customer comment cards are available at each of the America’s Job Center of California (AJCC) locations. Additionally, surveys of job seekers and businesses are conducted to gather input that helps inform and improve service delivery.
- **What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?** We utilize a variety of outreach methods to raise awareness of our work, meetings, and events. These include emails to individuals and distribution lists, postings on local and regional websites, physical postings at meeting locations in advance, and word-of-mouth promotion through staff, Board Members, and partners. We

also leverage articles in newspapers and newsletters, among other channels. These efforts have been highly effective in increasing visibility and engagement. As a result, we consistently see strong attendance at our meetings, job fairs, employer forums, public input sessions for strategic planning, county service fairs, community resource fairs, and focus groups on special topics. Our broad and active network plays a key role in spreading the word and engaging the public in meaningful ways.

- **How far in advance of the meeting date does the body post its agenda?** Calendar approvals begin in October for the upcoming year. A year-round meeting calendar is then distributed to the Board and posted on the Workforce Development Board website
- **Where are meeting notices (e.g., agendas & cancellation notices) posted? Please note all locations, both physical and electronic.** Meeting notices are posted at least 96 hours in advance, both directly outside the Workforce Development Board office at 4071 Port Chicago Highway, Suite 250, Concord, CA, and on the WDBCCC website.
- **How are meeting agendas currently created, as of the date of this survey?**
 - ☒ Legistar
 - ☒ Microsoft Word
 - ☐ Other Application (please specify): [Click or tap here to enter text.](#)

What information is regularly presented to the body's members to keep them informed of the body's performance? The WDB budget is regularly reviewed, and revisions are proposed as needed in response to changes in revenue, expenditures, new contracts, and other factors. Performance measures and outcomes—including contract performance—are presented quarterly at Full Board meetings and during key decision-making points throughout the year.

Core indicators for the Adult, Dislocated Worker, and Youth programs include:

1. The percentage of participants in unsubsidized employment after program completion
2. Median earnings
3. Credential or diploma attainment
4. Measurable skills gains
5. An upcoming indicator of effectiveness in serving employers

The Director's Report, presented routinely, includes updates on federal, state, and local legislation, as well as regional and local workforce priorities, trends, and accomplishments.

MISSION & PURPOSE

1. **Is this body or its activities mandated by state or federal law or regulations?**
 - ☒ Yes
 - ☐ No

If "Yes", please provide the citation to the applicable law. [WIOA-Section-107](#)
2. **What is the original purpose and responsibility of the body, as prescribed in its establishing documents?** Under WIOA (Workforce Innovation and Opportunity Act) Sec.107, the chief elected official appoints members of the local board based on specific

membership criteria outlined in the legislation and the regulations. One of the primary focuses of this body is to support system alignment, service integration, and continuous improvement by using data to drive evidence-based policymaking. Authorized local workforce boards, in partnership with local elected officials, embrace responsibility for planning and overseeing the local workforce system. This includes developing local plans, designating One-Stop operators, identifying providers of training services, monitoring system performance against established measures, negotiating local performance targets with the State Board and Governor, and assisting in the development of the labor market information system. The Workforce Development Board of Contra Costa County (WDBCCC), in partnership with the Contra Costa Board of Supervisors, has articulated a compelling vision for economic vitality in our county and region. Contra Costa's Workforce Development Board supports a network that fosters dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers ready to fill them.

3. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?

☐ Yes

☒ No

If "Yes", please describe these changes. [Click or tap here to enter text.](#)

4. Are the body's bylaws reflective of the body's current mission, purpose, and focus?

☒ Yes

☐ No

☐ N/A - body does not currently have bylaws

If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.

[Click or tap here to enter text.](#)

5. Do you recommend changes to the body's mission, purpose, or focus?

☐ Yes

☒ No

If "Yes", please explain the changes you would suggest and why.

[Click or tap here to enter text.](#)

6. What target population or priority communities are served by the body? The target populations served by this body include; English Language Learners, Homeless and Housing Insecure, Immigrants, Justice-involved individuals, People with Disabilities, Veterans, Residents of Disadvantaged Communities, Low Income Communities and Households, and Dislocated Workers. The America's Job Center of California (AJCC) sites provide job seekers with access to Basic Career Services, Individualized Career Services, and Training Services tailored to the local area.

Priority for individualized services is given to those with the greatest barriers to employment or highest need, including low-income individuals, formerly incarcerated persons, current and former foster youth, individuals with disabilities, English language learners, and those with low basic skills, among others. A comprehensive range of business services is also offered to support local businesses and industries, with a focus on priority sectors such as Advanced Manufacturing, Health and Life Sciences, Energy, Information and Communication

Technology, Construction, and Transportation & Logistics within the greater East Bay region.

7. List activities, services, programs, and/or special projects the body delivers to achieve its current mission. [Click or tap here to enter text.](#)

BUDGET

1. Does the body have an annual operating budget?

☒ Yes

☐ No

2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?

☐ Yes

☒ No

If “Yes”, please list the organization.

[Click or tap here to enter text.](#)

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

☐ Yes

☒ No

If “Yes”, please provide a description of the challenge or concern.

[Click or tap here to enter text.](#)

If “Yes”, please also list who is affected by this challenge or problem.

[Click or tap here to enter text.](#)

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

[Click or tap here to enter text.](#)

ACCOMPLISHMENTS & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission. [Click or tap here to enter text.](#)

INCREASED COLLABORATION AND PARTNERSHIPS

Regional Partnerships – EASTBAY Works

As part of EASTBAY Works, WDBCCC collaborates with the workforce boards of Alameda County, Oakland, and Richmond. Together, the consortium provides seamless access to training, employment services, and employer engagement across the region. Regional coordination ensures that:

- Employers can access a broad pipeline of skilled talent.

- Job seekers can use any AJCC across the East Bay.
- Industry-driven solutions address labor market demands at scale.

Key regional initiatives include:

- Bay Area Healthcare Workforce Partnership – advancing training pipelines for healthcare professionals.
- AM Bay Area (Association of Manufacturers) – expanding manufacturing pathways and employer engagement.
- Regional Equity & Recovery Partnerships (RERP) – aligning strategies to serve vulnerable populations during economic transitions.
- Workforce Accelerator Fund (WAF 11 – Maritime) – piloting accelerated training in marine trades with Alameda WDB.

INNOVATIVE EFFORTS FUNDED WHILE ESTABLISHED EFFORTS RECEIVED ADDITIONAL FUNDING:

State & Federal Grant Integration

WDBCCC has secured competitive grants that align local strategies with state and federal initiatives:

- Civil Engineering Degree Apprenticeship Pathway (CEDAP) – aligned with California’s infrastructure and clean energy priorities, serving underrepresented students in engineering.
- Displaced Oil & Gas Worker Fund (DOGWF) – advancing California’s Just Transition and energy transition plans.
- DOL Building Pathways to Infrastructure Jobs Grant – supporting workforce pipelines into federally funded infrastructure projects.

Measure X – Childcare & Youth Services (QUEST)

Measure X represents a transformational investment in Contra Costa’s children, families, and future workforce. Through the QUEST initiative, WDBCCC is implementing childcare supports such as vouchers for families, stipends for educators, and training for providers in inclusive practices. In just one year, 147 children were served, 122 educators received stipends, and more than 2,000 parents were reached through milestone outreach campaigns.

Youth services funded by Measure X expand the reach of WIOA programs, creating youth centers and specialized programs across districts. Services range from tutoring and academic support to arts, sports, leadership development, and green career exploration. Together, these investments ensure that families have access to reliable childcare and that youth are engaged in safe, productive, and career-connected activities. By supporting both the early childhood system and the next generation of workers, Measure X strengthens the foundation of Contra Costa’s workforce for decades to come.

CLIENT SERVICES – WIOA CORE PROGRAMS

Adult Program

The Adult Program consistently exceeds performance benchmarks for employment placement and retention. Over the past five program years, participants exiting due to employment not only secured jobs but maintained them for at least one year. This long-term stability demonstrates the program’s success in preparing workers for sustainable careers.

Dislocated Worker Program

The program has consistently outperformed federal expectations. While the pandemic created challenges in Program Year 2021–22, Contra Costa’s Dislocated Worker Program rebounded strongly in 2022–23,

exceeding placement goals by over 21%. This resilience highlights the Board's ability to adapt services to meet changing economic conditions.

Youth & Young Adult Services

In PY 2024–25, the Youth Program served 192 participants. Outcomes included:

- 110 paid work experiences completed with local employers.
- 27 industry-recognized credentials earned.
- 63 youth placed in postsecondary education or employment after exit.

By combining academic support with real-world work experience, the Youth Program equips young people not just to find jobs, but to launch long-term career pathways in high-demand industries such as healthcare, IT, and the skilled trades.

BUSINESS SERVICES

A critical component of Business Services is Rapid Response to WARN notices. When businesses announce layoffs, WDBCCC mobilizes immediately to deliver orientations, connect workers to unemployment benefits, and enroll them in retraining or job search programs. In FY 2024–25 alone, nearly 2,000 workers were supported after WARN notices. These services soften the impact of layoffs for both employers and employees, helping workers transition quickly while stabilizing the local economy.

Social Media Engagement

- 48,820 impressions
- 2,868 engagements
- 1,536 link clicks
- 372 post shares
- Audience growth of 180+ new followers across Facebook, LinkedIn, and Instagram

Digital & Traditional Media

- Programmatic digital ads reached more than 210,000 residents beyond social media channels
- Targeted e-blasts delivered to 25,000+ job seekers and community members
- Print ads in major Contra Costa newspapers to reach residents without reliable internet access
- Digital and traditional radio campaigns to engage commuters and working families
- Postcards mailed to over 2,500 job seekers and recent graduates
- Billboard and magazine placements for broad visibility
- Video reels highlighting employer partnerships and job fair success stories

Community Outreach & Events

Beyond media, WDBCCC staff participated in 30+ community and business events, including Chamber of Commerce State of the City addresses, East Bay EDA forums, and AM Bay Area summits. These in-person engagements reinforced WDBCCC's visibility and built direct connections with employers, partners, and job seekers.

- 2. Describe any effects the body has had on the target population or community.** Job seekers received Department of Labor-funded career/employment services and individualized career services and/or training services to secure employment through the AJCC. Building on the intent of the new legislation to focus services on low-income job seekers and those with barriers to employment, the WDBCC's Priority of Service policy requires a minimum of 51% of participants receiving individualized Career Services and/or training services be in one or more of the Priority Target populations:

1. Veterans & eligible spouses who are ALSO low-income OR basic skills deficient

2. Public Assistance recipients OR other low-income OR basic skills deficient
3. Veterans and eligible spouses who are not included in WIOA's priority groups
4. Locally defined target populations
 - a) Individuals with Disabilities and/or
 - b) Returning Citizens (Re-entry)

- 3. Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. [*Click or tap here to enter text.*](#)

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the most recent past 5 meetings:
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC Agendas PY 2023-2022](#)
- Minutes (or records of action) from the most recent past 5 meetings:
 - ☒ Attached; *or*
 - ☒ Link : [WDBCCC MINUTES PY 2023-2022](#)
- Bylaws currently in effect:
 - ☐ This body does not have bylaws; *or*
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC WIOA Bylaws - CCapprovedFinal6.12.17](#)
- Annual Reports for years 2021, 2022, and 2023 if available, as submitted to the Board of Supervisors:
 - ☐ There are no annual reports for the years 2020-2022; *or*
 - ☒ Attached; *or*
 - ☒ Link: [WDB Annual Report PY 2020-2021](#)
[WDB Annual Report PY 2021-2022](#)
[WDC Annual Report PY 2023-2024](#)

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase III survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: Terry Curley

Signature of Chairperson: _____

Date: _____

Name of Board, Committee, or Commission (body) Staff Person: Tamia Brown, Executive Director

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Senior Management Analyst for the Clerk of the Board

Lauren.Hull@cob.cccounty.us

(925) 655-2007

Thank you for your time and cooperation!