



CONTRA COSTA COUNTY

C1

Committee Meeting Minutes

Workforce Development Board

Wednesday, August 13, 2025

3:00 PM

4071 Port Chicago Hwy., #250

Conference Room A, Concord

Zoom Meeting ID: 813 3440 1999 Passcode:

249186

Zoom: [https://us06web.zoom.us/j/81334401999?](https://us06web.zoom.us/j/81334401999?pwd=jq7aSHc7iFFVICu8KbW8EZA5WEMDp)

pwd=jq7aSHc7iFFVICu8KbW8EZA5WEMDp

3.1

Executive Committee

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

Tamia Brown, Executive Director called the meeting to order at 3:05 pm
No one requested to speak during public comment.

Present: Nichol Carranza, Michael McGill, and Joshua Anijar

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

3:20 CONSENT AGENDA

C1 - APPROVE Minutes from April 9, 2025 Executive Committee

Motion/Second: Michael McGill/Joshua Anijar

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

3:25 ACTION ITEMS

A1 - APPROVE FY 2025/26 WDB Revised Budget

The committee approved the FY 2025/26 WDB Revised Budget as presented.

Motion/Second: Michael McGill/Nichol Carranza

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

A2 - APPROVE Selection of WIOA Youth Services Provider

The committee approved:

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

Motion/Second: Nichol Carranza/Michael McGill

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

A3 - APPROVE Updated Memorandum of Understanding with AJCC Mandated Partners

The committee approved and authorized the Workforce Board Chair, or designee, to execute a Memorandum of Understanding with all mandated partners of the American Job Center of America (AJCC) pending final changes to the embedded infrastructure Funding Agreement.

Motion/Second: Michael McGill/Nichol Carranza

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar

NAYS: None

ABSENT: Terry Curley

ABSTAIN: None

A4 - APPROVE Board Applications

The committee recommend for appointment to the WDBCCC:

Tim Sbranti appointment to fill Labor Seat #3

Doug Jones appointment to fill Labor Seat #4

Motion/Second: Joshua Anijar/Michael McGill

Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar
NAYS: None
ABSENT: Terry Curley
ABSTAIN: None

A5 - APPROVAL Allocation to create and register a Pre-Apprenticeship Program

The committee approves the allocation of \$200,000 in WIOA Adult/Dislocated Worker funding to establish and register a pre-apprenticeship program.

This program will serve as a pathway for participants in the EMT program to transition into the Paramedics 4 Equity (P4E) apprenticeship. Additionally, amend and extend the existing contract with the Contra Costa Economic Partnership (CCEP) for Health Initiative Program Management by adding \$200,000 in funding. The revised contract term will be from October 1, 2025 through September 30, 2026.

Motion/Second: Nichol Carranza/Joshua Anijar
Motion: Passed

AYES: Nichol Carranza, Michael McGill, and Joshua Anijar
NAYS: None
ABSENT: Terry Curley
ABSTAIN: None

4:25 INFORMATIONAL

I.1 WIOA Adult Programs Year End Report

I.2 Measure X Year End Performance Status Report

I.3 Business Services Annual Report FY 2024-2025

I.4 CCWorks Annual Report FY 2024-2025

I.5 Health Initiative Annual Report FY 2024-2025

I.6 WIOA Youth Program Annual Report FY 2024-2025

I.7 Marine Trades Skills Training and Waterfront Transportation Careers Annual Report

4:45 NEXT AGENDA ITEM(S)

5:00 ADJOURN

The meeting was adjourned at 3:55 p.m.

UPCOMING COMMITTEE MEETINGS:

Subject to change if needed

Youth Committee Meeting: Wednesday, August 20, 2025

Executive Committee Meeting: Wednesday, October 8, 2025

Full Board: Tuesday, November 4, 2025

BED Committee Meeting: TBD

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 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.