

**Local Area Subsequent Designation  
and  
Local Board Recertification Application  
for  
Program Year 2025-27**

**Local Workforce Development Area**

Workforce Development Board  
of Contra Costa County

## Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2025-27 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted to the CWDB at [PolicyUnit@cwdb.ca.gov](mailto:PolicyUnit@cwdb.ca.gov) by 5 p.m. on Monday, April 7, 2025.

Workforce Development Board Contra Costa  
County

Name of Local Area

4071 Port Chicago Highway, Suite 250

Mailing Address

Concord, CA 94520

City, State, ZIP

April 17, 2025

Date of Submission

Tamia Brown

Contact Person

925-671-4514

Contact Person's Phone Number

## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

**Category: Business** – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board's business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

List the Local Board's business members and identify the chairperson by typing CHAIR after their name:

### Local Board Business Members

Name	Title	Entity	Appointment Date	Term End Date
Michael McGill	President/Principal Engineer	MMS Design Associates, Inc.	08/06/2024	06/30/2028
Jerry Aranas	Business Manager	Lam Research	07/26/2022	06/30/2026
DeVonn Powers	Founder/Chief Executive Director	Humanity Way, Inc.	08/06/2024	06/30/2028
Terry Curley	Executive Vice President	United Business Bank	07/26/2022	06/30/2026
Douglas R. Lezameta	Founder	Fusion Latina Network	08/01/2021	06/30/2025
Nichol Carranza	Sr. Rep. Corporate Social Responsibility & Public Affairs	Marathon at Martinez Renewable Fuels	06/07/2022	06/30/2026
Natasha Paddock	CEO/Executive Director	C.O.P.E. Family Support Center Inc.	08/06/2024	06/30/2028
Brandon Matson	Director of Strategic Comm.	Martinez Refining Company	08/06/2024	06/30/2028

**Category: Workforce** – Not less than 20 percent of the Local Board members shall be representatives from the Local Area’s workforce (WIOA 107[b][2][B]) who:

- Shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations) who have been nominated by local labor federations or (for a Local Area in which no employees are represented by such organizations) other representatives of employees. California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that these representatives shall amount to not less than 15 percent of the Local Board membership and be subject to the following:
  - a. For a Local Area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any Local Board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the area.
  - b. Shall include a representative, who shall be a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.
- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- May include representatives of organizations that have 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.

List the Local Board’s workforce members:

**Local Board Labor Members**

Name	Title	Entity	Appointment Date	Term End Date
Thomas Hansen	Business Manager	IBEW Local 302	07/01/2021	06/30/2025
Joshua Anijar	Executive Director	Central Labor Council Contra Costa County	08/13/2024	06/30/2028
Timothy Jefferies	Business Manager/ST	Boilermakers Local 549	07/01/2021	06/30/2025
Steve Older	Registered Apprenticeship/Area Dir.	Machinists Union Local 1173	08/01/2021	06/30/2025

**Category: Education** – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local



Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers
- Institutions of higher education providing workforce investment activities

Members may be representatives from 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.

List the Local Board's education members:

**Local Board Education Members**

Name	Title	Entity	Appointment Date	Term End Date
Steve France	Director	Del Valle Education Center	08/01/2021	06/30/2025
Kelly Schelin	Assoc. Vice Chancellor	Contra Costa College	08/06/2024	06/30/2028

**Category: Economic and Community Development** – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations
- The state's employment service office under the *Wagner-Peyser Act*
- Programs carried out under Title I of the federal *Rehabilitation Act*

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local Chief Elected Official (CEO).

List the Local Board's economic and community development members:

**Local Board Economic and Community Development Members**

Name	Title	Entity	Appointment Date	Term End Date
Leslay Choy	Executive Director	San Pablo Economic Development	08/06/2024	06/30/2028
Richard Johnson	Employment Service/Program Manager II	California Employment Development Department	08/06/2024	06/30/2028

ADDITIONAL MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Gregory Brooks	Principal, Adult Education	West Contra Costa County Unified School District	08/06/2024	06/30/2028
Alison McKee	County Librarian	Contra Costa Library	08/13/2024	06/30/2028

## Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50 percent or higher in PY 22-23 or PY 23-24, as described in Workforce Services Directive WSD20-02, Calculating Local Area Performance and Nonperformance (September 18, 2020).

**Note** – Report your “performance score” rather than the “adjusted level of performance.”

### PY 22-23 Scores

Indicator	Adults	Dislocated Workers	Youth
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>104.0%</u>	<u>107.1%</u>	<u>101.4%</u>
Employment Rate 4 <sup>th</sup> Quarter After Exit	<u>106.8%</u>	<u>110.9%</u>	<u>107.7%</u>
Median Earnings	<u>114.3%</u>	<u>95.9%</u>	<u>112.3%</u>
Credential Attainment	<u>111.6%</u>	<u>103.8%</u>	<u>109.2%</u>

### PY 23-24 Scores

Indicator	Adults	Dislocated Workers	Youth	Overall Indicator Score
Employment Rate 2 <sup>nd</sup> Quarter After Exit	<u>90.4%</u>	<u>87.4%</u>	<u>91.8%</u>	_____%
Employment Rate 4 <sup>th</sup> Quarter After Exit	<u>93.8%</u>	<u>89.1%</u>	<u>73.5%</u>	_____%
Median Earnings				

Indicator	Adults	Dislocated Workers	Youth	Overall Indicator Score
	<u>119.1%</u>	<u>71.0%</u>	<u>88.9%</u>	_____%
Credential Attainment	<u>81.8%</u>	<u>81.6%</u>	<u>42.1%</u>	_____%
Measurable Skills Gain	<u>116.1%</u>	<u>113.0%</u>	<u>81.9%</u>	_____%
Overall Program Score	_____%	_____%	_____%	---

### Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 22-23 or PY 23-24:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.
- Gross negligence – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200 (Uniform Guidance).

Certify No Violation: ☒

### Engaged in Regional Planning

*Engaged in regional planning* is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:



The region funded economic development partner, East Bay Economic Development Alliance, to develop an analytical overview of the region, a required component of the PY 25-28 Regional Plan.

East Bay RPU sustained strong collaborative structures including regular convenings of executive and board leadership to apply for and coordinate regional grants, share best practices and programs, align policies, troubleshoot, and explore additional opportunities to enhance their partnership and promote **EASTBAYWorks** brand. In addition, the partners strategize around the region's sector partnerships.

Data to inform the measurement of regional metrics was collected in collaboration with contracted training providers and managed by the Regional Organizer (RO) who is in regular communication with all local board partners. The Regional Organizer regularly updated all Adult/Dislocated Worker and Youth/Youth Adult Program Managers about training attendance and evaluation data to feed continuous improvement in the regional capacity building training program.

An important best practice that supports data gathering has been a requirement in all funded providers' contracts to participate in training provided by **EASTBAYWorks**.

## **Local Area Assurances**

Through PY 25-27, the Local Area assures:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid the acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Uniform Guidance Section 200.318)
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Uniform Guidance Section 200.508).

Note that failure to comply with the audit requirements specified in Uniform Guidance Subpart F will subject the Local Area to a potential cash hold (Uniform Guidance Section 200.339).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.



Highlights of this assurance include the following:

- Reporting will be done in compliance with WSD 19-05, Monthly and Quarterly Financial Reporting Requirements (December 4, 2019).
- All close-out reports will comply with the policies and procedures listed in WSD16-05, WIOA Closeout Requirements (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to a potential cash hold. (Uniform Guidance Section 200.339)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211* to spend a minimum of 30 percent of the combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
  - The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Area will select America's Job Center of California<sup>SM</sup> operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and Title 29 CFR Part 38, including the collection of necessary data.
- G. The Local Area will engage in and contribute to regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates, and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.

- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter [TEGL] 10-09, and TEGL 19-16).

## Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 25-27 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Board Chair

Local CEO

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Terry Curley

Supervisor Candace Andersen

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

WDB Board Chair

Board of Supervisor Chair of the Board

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date