

---

**DATE:** October 8, 2025  
**TO:** Executive Committee  
**FROM:** Tamia Brown, Executive Director  
**RE:** **Business & Economic Development Committee 2026 Priorities**

---

## BACKGROUND

What follows is a summary of key discussion points regarding the committee's strategic priorities, expectations, and next steps for the upcoming fiscal year. The purpose is to align efforts across stakeholders and ensure a shared understanding of our direction and desired outcomes.

## DISCUSSION: STRATEGIC PRIORITIES

- **Promoting Local Business Growth:** Encourage initiatives that support small and medium-sized businesses, including access to resources, training, and funding opportunities. Expand access to funding mentorship, and technical assistance for small and minority-owned businesses.
- **Attracting New Investments:** Identify and pursue opportunities to attract new industries and investors to diversify and strengthen the local economy.
- **Workforce Development:** Support programs are being developed and expanded to enhance workforce skills, reduce unemployment, and better align education with the evolving demands of local industries. These initiatives focus on:
  - **Upskilling and Reskilling:** Offering short-term training and certification programs to help workers gain new, in-demand skills—particularly in healthcare, technology, and green energy sectors.
  - **Education-to-Employment Alignment:** Strengthening partnerships between educational institutions and employers to ensure curricula reflect current labor market needs and prepare students for high-growth careers.
  - **Employer Collaboration:** Engaging local businesses in program design and offering incentives for hiring and training local talent.
- **Infrastructure Enhancement:** Advocate for infrastructure improvements that enable business expansion and improve connectivity.
- **Sustainable Economic Practices:** Promote sustainable and inclusive economic development that benefits all community members. Promote inclusive economic growth by addressing barriers faced by underserved communities.

## DISCUSSION: BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE CHARTER

For any questions, please contact Tamia Brown, Executive Director at 925-655-3808 or email at [tbrown1@ehsd.cccounty.us](mailto:tbrown1@ehsd.cccounty.us)

WORKFORCE DEVELOPMENT BOARD (WDB) OF CONTRA COSTA COUNTY  
BUSINESS & ECONOMIC DEVELOPMENT (BED) COMMITTEE CHARTER

D1a

Charter Element	Charter Agreement Information
<b>Business Objective</b>	The primary objective of the Business & Economic Development (BED) Committee is to meet the workforce needs of high-demand sectors of the local and regional economies.
<b>Case for Action</b>	<p>As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work:</p> <ul style="list-style-type: none"> <li>• Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them;</li> <li>• The employment gap is widening between those with higher levels of education and credentials and those who lack them;</li> <li>• Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation;</li> <li>• The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and</li> <li>• The difference between supply and demand indicates that there is a "skills gap" between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.</li> </ul>
<b>Requirements</b>	<p>The BED Committee will:</p> <ul style="list-style-type: none"> <li>• Analyze and understand trends in order to respond to business needs</li> <li>• Bring industry and education together to address workforce needs in priority sectors</li> <li>• Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors</li> <li>• Work with WDB partners to develop an array of innovative workforce services supports</li> <li>• Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities</li> </ul>
<b>Boundaries / Guidelines</b>	The BED Committee advises and influences the direction and implementation of business services strategies as outlined the WDB 2021-2024 Strategic Plan, including playing an advisory role to the Contra Costa Small Business Development Center (SBDC).
<b>Team Membership</b>	<p>The BED Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The BED Committee co-chairs are members of the WDB Executive Committee and all members of the BED Committee hold a seat on the Workforce Development Board. The BED Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the BED committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.</p>
<b>Timing</b>	The work of the BED Committee is aligned with the timeline of the WDB's 2021-2024 Strategic Plan.
<b>Resources</b>	The WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
<b>Review Process</b>	The WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.