

# **Existing Local Area**

**Application for Initial Local Area Designation  
Program Years 2015-17  
and  
Initial Local Board Certification  
Program Year 2015-16**

**Local Workforce Investment Area**

Workforce Development Board of Contra Costa County

**Existing Local Area**  
**Application for Initial Local Area Designation**  
**and Initial Local Board Certification**

This application will serve as your request for Local Workforce Development Area (local area) initial designation for Program Years (PYs) 2015-17 and Local Workforce Development Board (local board) initial certification for PY 2015-16 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Investment Board determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this application.

Workforce Development Board of Contra Costa County

Name of Local Area

300 Ellinwood Way, Suite 300

Mailing Address

Pleasant Hill, CA 94523

City, State                      ZIP

05/05/2015\_\_\_\_\_

Date of Submission

Stephen Baiter\_\_\_\_\_

Contact Person

925-602-6800\_\_\_\_\_

Contact Person's Phone Number

## Local Area Levels of Performance

**Instructions:** Enter your local area's negotiated levels of performance and actual levels of performance for PYs 2012-13 and 2013-14.

Performance Table				
Name of Local Area: <u>Workforce Development Board of Contra Costa County</u>				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
<b>Adult</b>				
Entered Employment Rate	76.5%	75.9%	80.6%	79.2%
Employment Retention Rate	80.0%	83.7%	84.0%	91.1%
Average Earnings	\$13,500	\$14,850	\$14,581	\$14,719
<b>Dislocated Worker</b>				
Entered Employment Rate	77.0%	79.2%	80.4%	83.5%
Employment Retention Rate	86.0%	88.8%	89.3%	91.3%
Average Earnings	\$16,500	\$21,920	\$19,500	\$20,493
<b>Youth (ages 14-21)*</b>				
Placement in Employment or Education	72%	79.3%	65.2%	77.2%
Attainment of a Degree or Certificate	60%	63.7%	43.6%	74.6%
Literacy and Numeracy Gains	54%	62.1%	34.3%	55.0%

\*Note: For PY 2012-13, each local area's youth performance goals were the same as the State level goals.

## Local Board Membership

### Current Local Board Membership

Provide a list of individuals currently appointed to the local board and their respective membership category (e.g., business, local education entity, labor organization, community based organization, etc.) in the following chart (Workforce Investment Act [WIA] Section 117).

Or, attach a roster of the current local board which identifies each member's respective membership category.

Name	Title	Membership Category
See attached roster.		

### Plan for WIOA Local Board Compliance

Identify the actions the local chief elected official (CEO) will take in order to ensure WIOA local board membership compliance by June 30, 2016.

The Contra Costa County Board of Supervisors and the officers of the Workforce Development Board of Contra Costa County will work together to ensure an orderly transition from current membership requirements under the Workforce Investment Act to the new regulations governing local board membership under the Workforce Innovation and Opportunity Act (WIOA). This work will begin during the current transition period (as of the time of this document being submitted) and continue into Program Year/Fiscal Year 2015-2016.

## Sustained Fiscal Integrity

The local area hereby certifies that it has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- **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 WIA requirement, such as failure to grant priority of service or verify participant eligibility; or
- **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; or
- **Failure to observe accepted standards of administration.** Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 Code of Federal Regulations (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and State guidance.

Highlights of these responsibilities include:

- Timely reporting of WIA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

## Local Area Assurances

Through PY 2016-17, the local area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The local area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR 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 (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the local area to potential cash hold (Title 2 CFR Section 200.338).

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

Highlights of this assurance include:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, Quarterly and Monthly Financial Reporting Requirements.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, WIA Closeout Handbook.

Note that failure to comply with financial reporting requirements will subject the local area to potential cash hold. (Title 2 CFR Section 200.338)

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

Highlights of this assurance include:

- The local area will meet the requirements of State Senate Bill 734, to spend a minimum of 25 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).
- The local area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

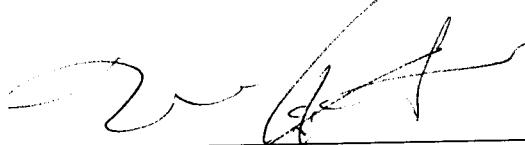
- D. The local board will select the America's Job Center of California<sup>SM</sup> (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The local board 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 board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. It will comply with State Board 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.
- H. 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 10-09*).

## Application Signature Page

**Instructions:** The local CEO and local board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and local board chair request initial designation of the existing local area and initial certification of the existing local board. They certify that the local area has performed successfully and sustained fiscal integrity during PYs 2012-13 and 2013-14. Additionally, they agree to abide by the local area assurances included in this application.

Local Workforce Investment Board Chair

  
\_\_\_\_\_  
Signature

Michael McGill

\_\_\_\_\_  
Name

Chair

\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

Local Chief Elected Official

\_\_\_\_\_  
Signature

Supervisor John Gioia

\_\_\_\_\_  
Name

Chair, Contra Costa County Board of  
Supervisors

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# Workforce Development Board of Contra Costa County

## Board Member Database

Serial	Applicant Category	Start Date	End Date	First Name	Last Name	Organization
1	Business 1	6/24/2014	6/30/2017	Bob	Rivera	The Staffing Solutions Group
2	Business 2	6/24/2014	6/30/2017	Mike	McGill	MMS Design Associates
3	Business 3	N/A	6/30/2018	Vacant		
4	Business 4	11/10/2009	6/30/2017	April	Treece	OPUS Communications
5	Business 5	N/A	6/30/2018	Vacant		
6	Business 6	N/A	6/30/2017	Vacant		
7	Business 7	11/10/2009	6/30/2017	Yolanda	Vega	Bay Area Rapid Transit (BART)
8	Business 8	6/28/2011	6/30/2017	Martin	Aufhauser	Morgan Stanley Wealth Management
9	Business 9	4/9/2013	6/30/2017	Michael	DePoortere	Dow Chemical
10	Business 10	N/A	6/30/2018	Vacant		
11	Business 11	12/11/2012	6/30/2016	Stemke	Jeff	Stemke Consulting Group
12	Business 12	N/A	6/30/2015	Vacant		
13	Business 13	N/A	6/30/2018	Vacant		
14	Business 14	9/11/2012	6/30/2016	Teresa	Lucido	Wells Fargo
15	Business 15	6/24/2014	6/30/2017	Linda	Backens	Chevron Corporation
16	Business 16	6/28/2011	6/30/2017	Tom	Waller	Business Growth Solutions
17	Business 17	6/25/2013	6/30/2016	Jason	Cox	USS Posco
18	Business 18	6/25/2013	6/30/2016	David	Parker	Shell Oil
19	Business 19	N/A	6/30/2018	Vacant		
20	Business 20	6/24/2014	6/30/2017	Norman	Hattich	Norman Hattich Consultant
21	Business 21	6/24/2014	6/30/2017	Gerard	Ross	Supplemental Healthcare
22	Community Based Org 1	11/10/2009	6/30/2017	Bob	Brewer	Goodwill Industries of the Greater Bay Area
23	Community Based Org 2	6/24/2014	6/30/2017	Will	Sanford	Futures Explored, Inc.
24	Veterans Service Org 1	6/24/2014	6/30/2017	Nathan	Johnson	Contra Costa County Veteran's Services
25	Econ Devt. 1	11/10/2009	6/30/2017	John	Montagh	City of Concord
26	Econ Devt. 2	6/24/2014	6/30/2016	Leslay	Choy	San Pablo Economic Development Corporation
27	Education 1	N/A	6/30/2015	Vacant		
28	Education 2	8/21/2012	6/30/2016	Brian	Cook	California State University - East Bay
29	Labor 1	9/12/2011	6/30/2017	Charles	Carpenter	Contra Costa Central Labor Council, Carpenters 152
30	Labor 2	6/24/2014	6/30/2017	Mary R.	Harms	United Way of the Bay Area Labor Community
31	Labor 3	6/24/2014	6/30/2017	John	Roe	United Food & Commercial Workers (UFCW) Local 5

# **Workforce Development Board of Contra Costa County Board Member Database**

Member ID	Position	Start Date	End Date	First Name	Last Name	Organization
32	Labor 4	6/24/2014	6/30/2017	Michael	Aidan	Medical Professionals & Optometry Units, ESC Local IFPTE, AFL-CIO & CLC
33	Labor 5	9/11/2012	6/30/2016	Scott	Stephan	IBEW Local 302
34	Labor 6	6/24/2014	6/30/2017	Margaret	Hanlon-Gradie	Contra Costa Central Labor Council
35	Mandated 1	9/14/2004	N/A	Joanne	Durkee	CCC Adult & Continuing Education
36	Mandated 2	9/10/2013	N/A	Chudy	Nnebe	Employment Development Department
37	Mandated 3	4/9/2013	N/A	Kathy	Gallagher	Employment & Human Services Dept.
38	Mandated 4	9/11/2012	N/A	Carol	Asch	CA State Dept. of Rehabilitation
39	Mandated 5	3/31/2015	N/A	Randy	Tillery	Contra Costa Community College District
40	Mandated 6	3/15/2011	N/A	Robert	Calkins	CCC Dept. of Conservations & Devt.
41	Mandated 7	8/9/2005	N/A	Lily	Aman	CA Human Development Corp.