



MEMORANDUM

**DATE:** June 15, 2021  
**TO:** Family and Human Services Committee  
**CC:** Dennis Bozanich, CAO Sr. Deputy County Administrator  
**FROM:** Patience Ofodu, Interim Executive Director  
**SUBJECT:** **Appointment to Workforce Development Board**

This memorandum requests the Family and Human Services Committee recommend to the Contra Costa County Board of Supervisors the appointment of the following candidates to the new WIOA compliant Workforce Development Board of Contra Costa County.

**Background:**

Local board structure and size:

Compared to predecessor legislation, the Workforce Innovation and Opportunity Act (WIOA) substantially changes Local Board composition by reducing local workforce development board size while maintaining a business and industry majority and ensuring representation from labor and employment and training organizations.

To meet the categorical membership percentages, the WDB recommended a board of twenty-five (25) members. This option represents the minimum required local board size under WIOA plus an additional six (6) optional representatives in the following enumerated categories: 1) business; 2) workforce; 3) education and training.

Category – Representatives of Business (WIOA Section 107(b)(2)(A))

- Thirteen (13) representatives (52%)

Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))

- Five (5) representatives (20%)

Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner Peyser Representative
- One (1) Vocational Rehabilitation Representative

Two (2) additional seats from the above categories, including constituencies referenced in Attachment III of Training Employment & Guidance Letter (TEGL) 27-14.

**Recommendation:**

- a) Recommend approval of local board candidate for the re-appointment for the board seat.  
*(Attached application and board roster) - Approved on June 15, 2021 at the Emergency Executive Committee Meeting*
- **Thomas Hansen** – Workforce & Labor Seat #1
- b) Recommend approval of local board candidates for the vacant board seat. *(Attached application and board roster) - Approved on June 15, 2021 at the Emergency Executive Committee Meeting*
- **Timothy Jefferies**- Workforce & Labor Seat #3

*\*\*No other candidate competed for the Workforce Business Seat #1 & #3. \*\**

**RE-APPOINTMENT**

Seat	Last Name	First Name	Address & District #	Term Start Date	Term of Expiration	District (Resident)
Workforce & Labor Seat # 1	Hansen	Thomas	Martinez, CA District #5	7/1/2021	6/30/2025	District #5

**NEW APPOINTMENT**

Seat	Last Name	First Name	Address & District #	Term Start Date	Term of Expiration	District (Resident)
Workforce & Labor Seat # 3	Jefferies	Timothy	Martinez, CA District #5	7/1/2021	6/30/2025	District #5

Thank you

PO/rms  
attachment