



**OAKLAND
WORKFORCE DEVELOPMENT BOARD
REGULAR COMMITTEE
MEETING**

Thursday August 4, 2022

8:30 a.m. – 11:00 a.m.

Teleconference

Please see the agenda to participate in the
meeting



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OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

REGULAR COMMITTEE MEETING NOTICE

Teleconference
Thursday, August 4, 2022
8:30 a.m. – 11:00 a.m.

Pursuant to the Governor's Executive Order N-29-20, all members of the Oakland Workforce Development Board and City Staff will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

To observe the meeting by video conference, please click on this link:

at the noticed meeting time. <https://us06web.zoom.us/j/84942554378>

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To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location US: + US: +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592.

Webinar ID: [84942554378](https://us06web.zoom.us/j/84942554378)

If asked for a participant ID or code, press #.

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COMMENT:

To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.

Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.

Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>.

If you have any questions, please email: owdb@oaklandca.gov

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

REGULAR COMMITTEE MEETING NOTICE

Teleconference

Thursday, August 4, 2022

8:30 a.m. – 11:00 a.m.

AGENDA

*Members of the public who wish to address the Board on published issues should do so at the time the agenda item is being discussed. Raise your hand if you are viewing by video or hit *9 if you are joining by phone. You will have 2-minutes to speak on the item.*

*Issues that the public wishes to address that are not published on the agenda will be heard during the Public Forum section. Raise your hand if you are viewing by video or hit *9 if you are joining by phone. You will have 2-minutes to speak on the item.*

I. PROCEDURAL ITEMS

- a. Call to Order and Roll Call
- b. Continuance of Meetings Using Teleconference
- c. Chair Remarks
- d. Approval of Minutes of Special Meeting on June 16, 2022 (Action)

II. ACTION ITEMS

- a. Adopt Resolution Authorizing MOU and Infrastructure Funding Agreements with WIOA Local Partners
- b. Accept and Appropriate \$50,000 in General Fund Allocation to Oakland Private Industry Council (OPIC)

III. INFORMATIONAL ITEMS

- a. Amended Bylaws
- b. Provider Presentations
 - i. Lao Family Community Development
 - ii. Youth Employment Partnership
 - iii. Trybe
- c. Director's Report

IV. PUBLIC FORUM

(For items that members of the public wish to address that are NOT on the agenda)

V. STAFF REPORTS

VI. ANNOUNCEMENTS

VII. CLOSING REMARKS & ADJOURN

**NEXT SCHEDULED REGULAR COMMITTEE MEETING
THURSDAY, NOVEMBER 3, 2022 – 8:30AM-11:00 AM**

These WIOA Title I financially assisted programs or activities are “Equal Opportunity Employers/Programs”. Auxiliary aids and services are available upon request to individuals with disabilities.



ITEM I.b - ACTION



To: Oakland Workforce Development Board
From: OWDB Staff
Date: August 4, 2022
Re: Continuance of meetings using teleconferencing

RECOMMENDATION

Staff recommends that the Oakland Workforce Development Board (OWDB) adopt a resolution determining that conducting in-person meetings of the OWDB and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361.

BACKGROUND

Assembly Bill 361 amended provisions of the Brown Act that allows local jurisdictions to meet by teleconference provided the legislative body adopts specific findings in compliance with the new law. The City Attorney's Office has drafted a Resolution for the City Council, and all Oakland Boards and Commissions are instructed to adopt this same Resolution so they may continue meeting via teleconference.

The City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050, which currently still remains in full effect.

Currently, the City's public-meeting facilities are indoor facilities that are not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart. Holding in-person meetings would encourage community members to come to City facilities and would potentially put the public at high risk of getting very sick from COVID-19. Based on these determinations and consistent with federal, state and local health guidance, conducting in-person meetings would pose imminent risks to the health of attendees

Staff recommends that the Oakland Workforce Development Board (OWDB) adopt a resolution determining that conducting in-person meetings of the OWDB and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361.

Following adoption of the Resolution, this item will be schedule as a recurring item on future Agendas for the OWDB to re-adopt. This process follows the same process whereby City Council continuously adopt Resolutions declaring a local emergency due to the AIDS epidemic, declaring a medical cannabis emergency, and declaring a local emergency on homelessness.

ATTACHMENTS

II.b.1. – Resolution 21-10-07

OAKLAND WORKFORCE DEVELOPMENT BOARD

RESOLUTION NO. 21-10-07

RESOLUTION RENEWING AND CONTINUING THE OAKLAND WORKFORCE DEVELOPMENT BOARD'S DETERMINATION THAT CONDUCTING IN-PERSON MEETINGS OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>;

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>;

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. *See* <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. *See* <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>;

WHEREAS, the City's public-meeting facilities are indoor facilities that do not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; now therefore be it:

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on November 4, 2021 the Oakland Workforce Development Board adopted Resolution No. 21-10-01 determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; and

WHEREAS, on December 17, 2021, the Oakland Workforce Development Board adopted Resolution No. 21-10-02, renewing and continuing the determination that in-person meetings of the City Council and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing; and

WHEREAS, on March 24, 2022, the Oakland Workforce Development Board adopted Resolution No. 21-10-03, renewing and continuing the determination that in-person meetings of the City Council and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing; and

WHEREAS, on May 5, 2022, the Oakland Workforce Development Board adopted Resolution No. 21-10-04, renewing and continuing the determination that in-person meetings of

the City Council and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing; and

WHEREAS, on May 12, 2022, the Oakland Workforce Development Board adopted Resolution No. 21-10-05, renewing and continuing the determination that in-person meetings of the City Council and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing; and

WHEREAS, on June 16, 2022, the Oakland Workforce Development Board adopted Resolution No. 21-10-06, renewing and continuing the determination that in-person meetings of the City Council and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing; and now therefore be it

RESOLVED: That the Oakland Workforce Development Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: That, based on these determinations and consistent with federal, state and local health guidance, the Oakland Workforce Development Board determines that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

FURTHER RESOLVED: That the Oakland Workforce Development Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: That the Oakland Workforce Development Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the Oakland Workforce Development Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.

OAKLAND WORKFORCE DEVELOPMENT BOARD

SPECIAL BOARD MEETING

Teleconference
Thursday, June 16, 2022
9:00 a.m. – 11:00 a.m.

The meeting was called to order by Chair Derreck Johnson at 9:02 a.m.

Roll Call: Ahmed Ali Bob, Eddie Alvarez, John Brauer, Peter Gamez, Polly Guy, Derreck Johnson, Lee McMurtray, Gilbert Pete, present Aaron Johnson name was mistakenly omitted. (Quorum met)

Chair Derreck Johnson reviewed the process of how the meeting would proceed via Zoom.

Discussion held regarding meeting point of order.

Continuance of Meetings using Teleconference

Chair Derreck Johnson read the recommendation that Oakland Workforce Development Board (OWDB) adopt a resolution determining that conducting in-person meetings of the OWDB and its committees would present imminent risks to attendees' health and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361. The resolution is still in effect.

Staff Member Lindsay stated the City is under an executive order to continue meeting via teleconference the Board must adopt a resolution authorizing the continuance of the meetings virtually, the City's public meeting facilities aren't designed to prevent the spread of Covid 19, This item will be a recurring item every 30 days until the order is lifted.

Comment: None

Board Member Lee McMurtray moved to accept the teleconference recommendation Board Member Aaron Johnson seconded.

Roll Call: Ahmed Ali Bob, Eddie Alvarez, John Brauer, Pete Gamez, Polly Guy, Aaron Johnson, Derreck Johnson, Lee McMurtray, Gilbert Pete, all ayes motion passed.

APPROVAL OF MINUTES

Chair Derreck Johnson called for a motion to approve the minutes of May 12, 2022,

Board Member Eddie Alvarez moved to approve the minutes Board Member Polly Guy seconded.

Roll Call: Ahmed Ali Bob, Eddie Alvarez, John Brauer, Peter Gamez, Polly Guy, Aaron Johnson, Derreck Johnson, Lee McMurtray, Gilbert Pete, all ayes motion passed. Board Member Pete May stated his name was omitted during opening roll call and last two items that he would have liked to have cast a vote; he would like the record to reflect his presence.

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

ITEM II.a. - ACTION

Chair Derreck Johnson read the staff recommendation that The Oakland Workforce Development Board Adopt a Resolution:

Accepting The Fiscal Year 2022-23 Workforce Development Budget; **2.** Authorizing The Carryover Of Unspent Fiscal Year 2021-2022 Funds To Contracted Service Providers In Fiscal Year 2022-2023; **3.** Accepting And Appropriating Three Million Eight Hundred One Thousand Five Hundred Fifty-Five Dollars (\$3,801,555) Of Fiscal Year 2022-23 WIOA Title I Formula Funding For Adult, Dislocated Worker, Youth And Rapid Response Services And Authorizing Such Agreements; **4.** Accepting And Appropriating Five Million Eight Hundred Ninety-Six Thousand Dollars (\$5,896,000) From The California Volunteers To Increase Youth And Young Adult Employment And Develop Pathways Into Careers In Public Service, Particularly In The Areas Of Climate Resilience And Public Safety; **5.** Accepting And Appropriating Five Hundred Thousand Dollars (\$500,000) From The California Workforce Development Board Workforce Accelerator Fund 10.0 To Support Opportunity Youth By Providing Paid Skills-Building Bridge And Pre-Apprenticeship Programs In The Tech Sector; **6.** Accepting And Appropriating Three Hundred Forty-Five Thousand Six Hundred Fifteen Dollars (\$345,615) From The Army Base Billboard Revenue To Support The West Oakland Job Resource Center (“WOJRC”)

Staff Member Lindsay read recommendations that the Oakland Workforce Development Board (OWDB) adopt the Fiscal Year (FY) 2022-23 Workforce Development budget and enter into grant agreements with service providers competitively selected. There are two main actions 1st adopting the FY 2022-23 OWDB budget 2nd approving contract recommendations to service providers. The budget is made up of multiple funding pools that support workforce development activities in Oakland. These sources of funding include federal funding through WIOA, grant contributions from the State of California, funding support from the City of Oakland, and miscellaneous grants for summer programs. The city of Oakland was awarded **2** new grants. The first is \$5.9 million from California Volunteers to create a year-round youth and young adult program that will provide opportunities in public service careers with a focus on public safety and clean & green activities over the next 2.5 yrs. The 2nd is from the CWDB in the amount of 500k. This project will support youth defined as Opportunity Youth, who are between the ages of 15-25 disconnected from school or work. This project focuses on technology related pre apprentice and apprenticeship programs. Majority of the funding will be contracted with Lao Family, which has existing relationships and has been partnering with the training providers for over a year.

We have **three** main expenditure categories within the budget. Service provider contracts and direct client support, which includes training payments and support services, which make up 83 percent of the budget, the City's operations are 17 % of the budget. a competitive procurement was conducted for adult and youth services for a 3-year cycle, through 2025. This RFP focused on programs and services that address disparities in access to employment services in Oakland's underserved populations in alignment with Oakland's Equity Indicators Report, OWDB's Equity Analysis and Local Plan, and the City's Economic Recovery Plan. 22 applications were received from 15 Oakland based workforce service providers. Seven applications were received in response to the Affiliate/Specialized subcategory, one application for the Comprehensive subcategory, one application in response to the One-Stop Operator category, six applications in response to Oakland Forward subcategory and seven applications in response to the WIOA youth subcategory. 20 of the 22 applications received have been recommended for funding, 17 applications received a score of 75 % or higher have been recommended, staff is also recommending funding for an additional three applicants who scored between 70-74. The OWDB proposed budget reflects a total budget of \$17,075,161 (FY 2022-23 allocations: \$13,929,454 + FY 2021-22 carryover: \$3,145,707) and increases support to workforce programming by 125 % over last year. Oakland will expand its workforce development services by more than double from the last procurement cycle, welcoming seven new providers for a total of 13 workforce service providers and 20 distinct programs to Oakland's priority populations.

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

Sofia Navarro Director of the Oakland Workforce Development Board thanked staff and the readers for their diligence in providing an immense amount of work on the RFP process.

III PUBLIC FORUM

#9932 Nino Parker black homeless advocate stated he is interested in where the money is going he asked why the same organizations Lao Family and Unity Council are receiving funding, he would like to know where are the dollars for homeless people, he stated that the OWDB should start funding other organizations who support other people and their needs, he asked why aren't black agency's receiving funding, Lao Family has received a contract for over 1million dollars and hasn't broken ground on that project and then turn around and receive funding for another project, he shared that homeless and reentry program aren't one and the same, he suggested homeless hotels and service providers that help all communities instead of their own people.

Richard de Jauregui Oakland Private Industry Council thanked the Oakland Workforce Development Board and staff for their support and consideration of their programs for continued funding.

Asata Olugbala stated that something must happen that makes a difference in the process. African Americans aren't growing in this city, the funding is going to the same organizations she stated there is no growth and no job opportunity in the black community, she added that the statement people of color don't necessarily include the African American population and questioned the racial equity breakdown she stated the disparities in the hospitality and construction fields. Why isn't the funding going to the black providers in the black community where black people can be supported, when you do fund one black organization Black Cultural Zone receive the lowest award granted.

Pastor Langford Oakland Private Industry Council is excited that the OPIC has been considered to receive an award from the OWDB, he's excited to partner with OWDB staff and other partners.

Kathy Chao Rothberg, CEO Lao Family gave a brief background of their organization sharing they have been providing three decades of service in the Bay area to the community she gave some of the office locations throughout the city of Oakland and mentioned the percentage of the black population served along with homeless and reentry participants. They graduated their first homeless participant who had been homeless for five years.

Maureen Silva Mandela Partners Co-Executive Director shared this being their first funding recommendation in this category which will allow them to expand other programs for folks in the reentry and folks with barriers to employment in Oakland, she shared how appreciative she is for the opportunity.

Mia Quach Lao Family thanked the OWDB and staff for the carry over funds and the consideration and recommendation of their program, she shared the model of Edes Ave. Care Campus, 100% of the population served are people of color those who graduate from their program are provided a down payment and first month's rent of \$5500.00 toward permanent housing, also for one year they continue with job and housing retention and supportive services, she stated their youth program will be expanding there program to educate other young people and the community who have been exposed to cannabis use.

Su Dung Lao Family thanked the OWDB for opportunities established relationship and partnership with homeless please come to their office and we can assist you with filling out application, going through orientation eligibility process, we welcome all individuals who need assistance.

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

Board Member John Brauer asked what careers and jobs in public safety are being considered.

Sofia Navarro Director of the Oakland Workforce Development Board stated some of the funding will be going to Department of Violence and Prevention, the Oakland Police Department has ten cadet positions, also, getting youth into careers with the Oakland Public Works Department.

Board Member John Brauer gave clarity on the division of apprenticeship standard program being a state registered apprenticeship program he questioned who is the Local Education Agency (LEA)? He shared if you have a pre-apprentice program, you must have a MOU with a registered apprenticeship program with industry valued apprenticeship program certificate and degree he is requesting staff to present a presentation to board. He suggested how some of the RFP language should read regarding labor, state workforce board, He questioned SB734 on training percentage he inquired where in the budget is it meeting that requirement, he mentioned he was giving his observations of the RFP that was presented in December.

Staff Member Lindsay stated that 20% was allocated and will leverage the 10% she more directed the board to the specific page, line, column to show the allocation.

Board Member Gilbert Pete shared that he is interested in the outcome identifying the participants who have completed the program an analysis of gender, ethnicity, he requested a breakdown of target zip codes he asked how we are measuring the success of funding for the community and the organizations. As we move forward, we are clear of our upcoming goals and transparency.

Sofia Navarro Director of the Oakland Workforce Development Board stated the information will be coming fourth as we move forward with our board meetings, priority areas and zip codes are mentioned in the RFP and on the recommendation sheet, and we will be putting that language into the contract.

Board Member Pete May requested staff to elaborate more on clement resilience where that money will be served.

Sofia Navarro Director of the Oakland Workforce Development Board referred to her previous answer and inquired that staff add more detail.

Staff Member Lindsay directed the board to the section of the report that gave a description of the specific programs that will be funded through the Oakland fund project.

Chair Derreck Johnson called for a motion to adopt the resolution.

Board Member Ahmed Ali Bob moved to adopt Board Member Gilbert Pete seconded.

Roll Call: Ahmed Ali Bob, Eddie Alvarez, John Brauer, Aaron Johnson, Polly Guy, Derreck Johnson, Pete May, Lee McMurtray, Gilbert Pete, all ayes recommendation passed.

Asata Olugbala equity of services are not happening, no way we can go into Lao Family community or Spanish Speaking Unity Council community, but they can come into the black community and tell us what to do. The money doesn't reach the black community.

Nino Parker black homeless advocate Lao Family is building business dynasty's and are being built on nonprofit dollars has anyone checked to see how money is being spent' there should be some type of checks and balances, he shared Lao Family has one person to graduate their homeless program and receives funding for 30 more people.

Kathy gave a brief background of Lao Family nonprofit history.

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

“Draws 9p” Inquired if Lao Family subcontract their services to other organization or small businesses, also if the providers reports are available to the public.

IV STAFF REPORTS

Staff Member Dovey presented a PowerPoint presentation of the Summer Jobs Program & Year Around Youth Funding.

V. ANNOUNCEMENTS

Sofia Navarro Director of the Oakland Workforce Development Board stated there will be a site visit with Civicorps on June 29, 2023, the invitation is open to anyone who would want to attend, in the future she will send advance invitation notice to the board if you are interested in connecting with our providers.

Board Member Gilbert Pete Thanked Spanish Speaking Unity Council, Youth Employment Partners, Lao Family, and Oakland Private Industry Council for attending and hosting a table for their career option fair for alt ed students, graduates and alumni providing supportive opportunity for young adult in their community.

Board Member Eddie Alvarez shared the passing of his grandmother who transitioned this morning and requested if possible that the meeting be closed in her honor; he also stated that Alameda County Building Trades is hosting their annual summer awards ceremony, next Friday at 5PM, if anyone is interested in attending let him know.

VI. CLOSING REMARKS & ADJOURN

Chair Derreck Johnson Thank everyone for attending and asked that we all support Juneteenth and Pride Month and requested we all take a moment of silence for Mrs. Alvarez.

There being no further business, meeting was adjourned.

NEXT SCHEDULED OWDB REGULAR MEETING

FRIDAY, AUGUST 4, 2022

8:30 AM - 11:00 AM



ITEM II.a. - ACTION

To: Oakland Workforce Development Board
From: OWDB Staff
Date: August 4, 2022
Re: Workforce Investment and Opportunity Act Memoranda of Understanding and Infrastructure Funding Agreement

RECOMMENDATION

That the Oakland Workforce Development Board (OWDB) authorize Memoranda of Understanding (MOU) and Infrastructure Funding Agreements (IFA) With the America's Job Center of California (AJCC) Local One-Stop Partners and adopt WIOA MOU resolution.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) of 2014 requires that a MOU be developed and executed between the Local Workforce Development Board with the agreement of the Chief Elected Official and the One-Stop System partners to establish an agreement concerning the operations of the local AJCC delivery system. The law envisions that local boards will act as both convener of the MOU negotiations as well as the entity that shapes how OneStop services are delivered within their local area. The purpose of the MOU is to establish a cooperative working relationship between the OWDB and its required partners in the local AJCC system, and to define respective roles and responsibilities in achieving objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services. It is anticipated that the partners to this MOU will strengthen their collaboration with the OWDB and other AJCC partners, and to serve customers more seamlessly and strategically.

Local Boards were required to work with all the required partners in their local area in two phases. Phase I required development of an operational agreement as it relates to shared services and customers and was presented to the Employment Development Department (EDD) on June 30, 2016 as part of the statutory requirements for local AJCC designation and certification, which is also one of the requirements to be designated as a local workforce development area and board. Phase II of the MOU development process addressed resource sharing and joint infrastructure cost funding agreements as a means of sustaining the unified system described in Phase I. Locally, all parties to the MOU agreed to share in the operating costs of the AJCC system through an IFA based on an agreed upon formula or plan that includes cash or in-kind services. To comply with the IFA requirement, an unsigned document was submitted to the EDD on September 1, 2017 while pending approval. Failure to submit required MOU documents by 23 the due date may have impacted the City of Oakland's certification and designation as a local area and its ability to provide workforce resources to residents and businesses.

FISCAL IMPACT

There are no changes to the budgeted WIOA Title I costs already approved by the OWDB in support of the local AJCC system. The proposed MOU is designed to help ensure that costs to operate the local AJCC system are adequately and appropriately shared across all partners to the extent required under WIOA.

OAKLAND WORKFORCE INVESTMENT SYSTEM

WIOA MEMORANDUM OF UNDERSTANDING (City of Oakland and AJCC Partners)

This WIOA Memorandum of Understanding (the “**MOU**”), is entered into effective July 1, 2022, by and between the City of Oakland, a municipal corporation (the “**City**”), on behalf of itself and the Oakland Workforce Development Board (the “**Oakland WDB**”), and the AJCC partners listed below, pursuant to City Council Resolution No. _____ C.M.S.

RECITALS

A. The City receives funding as grant recipient under the federal Workforce Innovation and Opportunity Act of 2014 (“**WIOA**”), codified at 29 USC §2801, et seq., to deliver workforce investment activities for the Oakland Local Workforce Development Area. The Oakland WDB is the local workforce development board and the Mayor of the City of Oakland is the chief elected official of the Oakland Local Workforce Development Area as defined by WIOA. The Mayor has designated the City Administrator to act on her behalf on all WIOA administrative matters.

B. WIOA requires that a memorandum of understanding be developed and executed between the local workforce development board and the America’s Job Center of California (“**AJCC**”) partners to establish an agreement concerning the operations of the AJCC delivery system. This MOU is a condition to accepting WIOA funds. The purpose of this MOU is to establish a cooperative working relationship between the Oakland WDB and its partners in the local AJCC system, and to define respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

C. California’s one stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment;
- Enable upward mobility for all Californians; and
- Align, coordinate, and integrate programs and services.

D. The Oakland WDB believes that the most effective way to help job seekers and businesses is by improving the workforce system in the City of Oakland broadly. This means building and strengthening partnerships among local agencies that are committed to lifting people out of unemployment and enhancing business productivity. Working together to create an equitable, broader, more integrated system of workforce services designed to leverage public and private resources, enhance access, and improve long-term outcomes for individuals using these services. This will reduce duplication of effort and increase efficiency. Ultimately, this will enhance the competitiveness of the local workforce, improve the local and regional economy and make each partner agency stronger. It is anticipated that the partners to this

MOU will strengthen their collaboration with the City of Oakland WDB and other One AJCC partners, and to serve customers more seamlessly and strategically.

E. Strengthening the workforce system will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job;
- Building basic educational or occupational skills;
- Earning a postsecondary certificate or degree;
- Obtaining guidance on how to make career choices; and
- Seeking to identify and hire skilled workers.

F. This MOU is intended to be a functional tool as well as visionary plan for how AJCC partners will work together to create a unified service delivery system that best meets the needs of our shared customers.

NOW, THEREFORE, the City and the other parties to this MOU agree as follows:

Vision

The City of Oakland's businesses and residents will enjoy a thriving and resilient economy that creates an abundance of opportunities leading to broadly shared, equitable, and sustainable prosperity.

Mission

The Mission of the Oakland WDB is to mobilize leaders from business, economic development, education, labor, community-based organizations, and public agencies to align resources and investments for residents who need assistance with developing skills that help expand access to high-quality jobs and careers offering income mobility.

Goals

In its 2021-2024 Strategic Plan, the Oakland WDB identified policy goals in areas that support its vision and mission. These goals, and strategies and priorities to achieve these goals, are as follows:

1. Adult Services Goal: Lead and support key citywide and regional innovations and partnerships that advance the economic security and resilience of Oakland's most vulnerable workers and residents.
 - a. Develop and/or strengthen programs and services that meet the workforce development needs of historically underserved populations who need more intensive and dedicated assistance with accessing jobs and careers offering sustainable wages and upward mobility.

- b. Enhance and expand the range of short-term, high-quality training programs offering skill development opportunities leading to industry recognized certifications that meet the needs of local employers.
 - c. Organize and support business involvement around the implementation of career pathway programs in Oakland that are being driven by adult education, community colleges, and other education/training partnerships.
- 2. Youth Services Goal: Work with public, private, and community-based organizations and key local initiatives to empower disconnected young people in the City of Oakland to access meaningful employment opportunities.
 - a. Coordinate resources and investments to better align with major citywide and regional efforts targeted toward the educational and career development of youth and young adults.
 - b. Strengthen and expand work-based learning opportunities for youth and young adults in the City of Oakland, with emphasis on paid employment and internships.
 - c. Partner with community-based organizations and other stakeholders to more effectively leverage resources and increase investment that meets the needs of young people in the City of Oakland.
- 3. Business Services Goal: Align and mobilize a distributed network of business service providers within the City of Oakland to deploy resources that support an inclusive, robust local economy and business climate offering an abundance of high quality jobs.
 - a. Work with public, private, and nonprofit business and economic development entities to facilitate and expedite access to a qualified and diverse local talent pool.
 - b. Develop and coordinate outreach, marketing and communications strategies among business service providers to enhance and expand relationships with businesses offering quality employment opportunities.
 - c. Organize and aggregate business needs through industry sector partnerships and small business networks to facilitate access to priority opportunities in the regional economy and labor market.
 - d. Explore and develop tools and supports that incentivize and enable Oakland-based businesses to hire and retain local residents.
- 4. Workforce System Goal: Position the Oakland WDB to lead and support citywide and regional efforts that strengthen local and regional economic prosperity and increase equity.

- a. Link, align, and leverage public, private, and philanthropic resources and investments to strengthen the ecosystem of public, private, and community-based organizations supporting workforce development in the City of Oakland.
- b. Enhance the Oakland WDB's organizational capacity to responsibly and transparently manage and invest resources in a way that sustainably supports the workforce development needs for the City of Oakland's businesses and residents.
- c. Strengthen reporting and accountability systems to more effectively measure the results and impact of workforce development investments in the City of Oakland.
- d. Coordinate and implement a communication strategy with public, private, and nonprofit partners and stakeholders that elevates that value proposition of local and regional workforce development efforts.

The Oakland WDB and its partners in the East Bay Regional Planning Unit, Alameda County, City of Richmond and the Contra Costa Workforce Development Board share the following broad areas of regional focus:

Common operational practices to support a more seamless customer experience and facilitate economies of scale.

Strategic service alignment to maximize program participation and completion rates, credential attainment, and employment outcomes for in-need populations, as well as better coordinate employer services.

Enhanced regional tracking to monitor and improve workforce development activities, with the goal of creating an unprecedented level of community-wide accountability and shared commitment for outcomes.

Parties to the MOU

All parties to this MOU are required partners in the One-Stop Delivery System and the AJCC under WIOA and include the following:

- City of Oakland (includes Department of Economic and Workforce Development and Department of Health and Human Services)
- Oakland Unified School District
- California Employment Development Department
- California Department of Rehabilitation
- The Strong Native Workforce
- Alameda County/Oakland Community Action Program
- Oakland Housing Authority
- Alameda County Social Services
- Center for Employment Opportunities
- Youth Build

The local/regional representatives of the parties for the indicated programs are as follows:

One-Stop Required Partner	Local Partner Contacts
Title 1 Adult	City of Oakland Workforce Development <ul style="list-style-type: none"> • Oakland Private Industry Council • Lao Family Community Development • The Unity Council
Title 1 Dislocated Worker	
Title 1 Youth	
Adult Education/Literacy	Oakland Unified School District, Adult Education/Literacy
Career/Technical Education	Peralta Community College District
Wagner-Peyser	Employment Development Department
Veterans	
Trade Adjustment Assistance Act	
Unemployment Insurance	
Vocational Rehabilitation	
Senior Community Service Employment Program (SCSEP)	California Department of Rehabilitation
Native American (Section 166)	Vietnamese American Community Center of the East Bay
Alameda County-Oakland Community Action Partnership	The Strong Native Workforce
	Oakland/Alameda County Community Action Program
TANF/CalWORKS	Oakland Housing Authority
Second Chance Act	Alameda County Social Services
Youth Build	Center for Employment Opportunities
	Youth Employment Partnership

Each of the parties is signing a form of Addendum to this MOU, attached to this MOU and incorporated herein by reference that sets forth additional services to be performed by each party. By signing the Addendum, each party confirms that it has read the main body of this MOU and agrees to the terms and conditions set forth in this MOU.

One-Stop System, Services

The Oakland WDB funds one stop career centers in West Oakland and in Lake Merritt. Additionally, the Oakland WDB funds two Affiliate AJCCs, one in the Fruitvale area and the other in East Oakland. The AJCCs provide WIOA basic career services to all customers including businesses, employed, under-employed, and unemployed. Those that meet WIOA eligibility requirements will receive individualized services, access to training, and follow-up services.

Responsibilities of AJCC Partners

All parties to this MOU agree to carry out the following shared responsibilities to strengthen the capacity and effectiveness of the City of Oakland AJCCs in achieving their service goals for job seekers, employers and employees.

- The AJCC partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:
 - Continuous partnership building.
 - Continuous planning in response to state and federal requirements.
 - Responsiveness to local and economic conditions, including employer needs.
 - Adherence to common data collection and reporting needs.
- Make services provided by partner programs available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities to ensure that all partners and staff are adequately cross-trained.

Infrastructure Funding Agreement & Other Shared System Costs

All parties to this MOU agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. The cost of services, operating cost, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan, as described in the Infrastructure Funding Agreement, attached hereto as **Exhibit A** (the “**Infrastructure Funding Agreement**”)

AJCC partners will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Infrastructure Funding Agreement that will be negotiated in good faith.

The signatories to this MOU agree to contribute their proportionate share of infrastructure costs as soon as sufficient data is available to make such a determination. The level of support must be reasonable, necessary, allowable, and allocable per WIOA and the partner funding source. Costs will be negotiated based on the data provided by the State of California, regulations and directives issued by the partner funding source, and locally agreed upon

methodology for cost allocation, and agreed upon definitions of benefit.

AJCC Partner proportionate fund contributions will be calculated in accordance with 2 CFR Part 200.

See Exhibit A for the terms and conditions.

Methods for Referring Customers

All parties to this MOU commit to mutually implement processes for the referral of customers to services not provided on-site. All parties to this MOU agree that they will:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.

Information on the customer referral process and direct links for access to AJCC partner staff that will be provided by each AJCC partner are included in the attached MOU Addendum for each local partner.

Access for Individuals with Barriers to Employment

A priority of service policy will be implemented at all AJCC sites across the City of Oakland that will ensure access for individuals with barriers to employment. In accordance with WIOA guidelines and definitions, individuals (adults and youth) with barriers to employment include those who are members of one or more of the following populations:

- (A) Displaced homemakers.
- (B) Low-income individuals.
- (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
- (D) Individuals with disabilities, including youth who are individuals with disabilities.
- (E) Older individuals.
- (F) Ex-offenders.
- (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- (H) Youth who are in or have aged out of the foster care system.
- (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- (L) Single parents (including single pregnant women).
- (M) Long-term unemployed individuals.
- (N) Individuals who are basic skills deficient.
- (O) Such other groups as the Governor involved determines to have barriers to

employment.

Services provided for individuals with barriers may include direct referral to a partner agency that has expertise working with that specific population. Professional development and training will be provided to staff to ensure not only sensitivity but cross-training competencies in this area.

Information on how each AJCC partner will provide access to individuals with barriers to employment is included in the attached MOU Addendum for each local partner.

Each AJCC partner shall offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services with WIOA adult funds.

Each AJCC partner ensures that its policies, procedures, programs, and services comply with the *Americans with Disabilities Act of 1990* and its amendments, to provide equal access to all customers with disabilities.

Shared Technology and System Security*

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC partner agrees to the following:

- Comply with the applicable provisions of WIOA, California Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared, real-time technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate and when feasible.
- Understand that system security provisions shall be agreed upon by all partners.

*If applicable and only when feasible

Confidentiality

Each AJCC partner that is a party to this MOU agrees to comply with the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services or as otherwise required by law. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partner shall assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

Grievances and Complaints Procedure

Each AJCC partner that is a party to this MOU agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

American's with Disabilities Act and Amendments Compliance

Each AJCC partner that is a party to this MOU agrees to ensure that the policies and

procedures as well as the programs and services provided at the AJCC comply with the Americans with Disabilities Act of 1990 and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution of the Addendum attached hereto by such party. The term of this MOU shall be three years, commencing on July 1, 2022. The MOU will be reviewed and updated, at a minimum, not less than once every three years to ensure it contains up to date information regarding funding, delivery of services, and to identify any substantial changes in the signatory official of the Local Board, CEO, or AJCC partners.

Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. If it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each

party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Press Releases and Communications

Participation of each party in press/media presentations will be determined by each party's public relations policies.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on facilities identified for AJCC usage, as well as partner websites.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

OAKLAND WORKFORCE INVESTMENT SYSTEM

INFRASTRUCTURE FUNDING AGREEMENT (City of Oakland and One Stop/AJCC Partners)

This Infrastructure Funding Agreement (“IFA”) is entered effective July 1, 2022 , by and between the City of Oakland, a municipal corporation (the “City”), on behalf of itself and the Oakland Workforce Development Board (the “Oakland WDB”), and the One-Stop/AJCC required partners listed in section 1.A below, pursuant to City Council Resolution.

RECITALS

- A. The City receives funding as grant recipient under the federal Workforce Innovation and Opportunity Act of 2014 (“WIOA”), codified at 29 USC §2801, et seq., to deliver workforce investment activities for the Oakland Local Workforce Development Area (“LWDA”). The Oakland WDB is the local workforce development board and the Mayor of the City of Oakland is the chief elected official of the Oakland LWDA as defined by WIOA. The Mayor has designated the City Administrator to act on her behalf on all WIOA administrative matters.

- B. WIOA requires that an IFA be developed and executed between the local workforce development board and the America’s Job Centers of California (“AJCC”) required one-stop partners. The City and those partners entered a WIOA Memorandum of Understanding (“MOU”) dated as of July 1, 2022, that established an agreement concerning the operations of the AJCC delivery system from July 1, 2022, through June 30, 2025. The MOU committed the parties to enter a separate “cost sharing agreement” to share in the operating costs of the AJCC system. This IFA is intended to serve as that “cost sharing agreement.”

- C. The purpose of this IFA is to describe the resource sharing between the designated Comprehensive AJCC partner and each required partner agency and to confirm the agreement in the WIOA MOU. This IFA does not constitute a binding financial commitment, but rather a statement of intention to commit specific resources as the parties’ allocations and budgets are known from year to year, as well as a description of the cost allocation plan based on known current costs of operating the Comprehensive AJCC, as referenced in the MOU.

NOW, THEREFORE, the City and the other parties to this IFA agree as follows:

I. Process and Development of the IFA

- A. The parties to this IFA are as follows:
1. The City of Oakland (Workforce Development Board)
 2. The following One-stop/AJCC required partners:
 - a. Oakland Private Industry Council, Inc. (**Title I - Adult, Dislocated Worker, Youth - Comprehensive One Stop Career Center**)
 - b. Unified School District (**Title II - Adult Education and Literacy**)
 - c. Peralta Community College District (**Career Technical Education**)
 - d. California Employment Development Department (**Title III- Wagner Peyser, Veterans, Trade Adjustment Assistance, Unemployment Insurance**)
 - e. California Department of Rehabilitation (**Title IV - Vocational Rehabilitation**)
 - f. Alameda County-Oakland Community Action Program (**Community Services Block Grant**)
 - g. Oakland Housing Authority (**U.S. Department of Housing and Urban Development**)
 - h. Alameda County Social Services Agency (**CalWORKs/TANF**)
 - i. American Vietnamese Community Center (**Title V - Older Americans**)
- B. The Comprehensive AJCC partner, the Oakland Private Industry Council, has developed the infrastructure budget.
- C. The parties not located at the Comprehensive Center and contributing to the AJCC Shared Other System Costs are: Oakland Unified School District; Peralta Community College District; California Employment Development Department; California Department of Rehabilitation; Alameda County-Oakland Community Action Program; Oakland Housing Authority; Alameda County Social Services; Vietnamese American Community Center of the East Bay
- D. Process for IFA Consensus
- The AJCC Partners agree to communicate openly and directly to resolve any problems or disputes related to negotiating cost allocations and the fair and equitable contribution of maintaining a Comprehensive AJCC partner in the community. The AJCC Partners agree to work in a

cooperative manner and to resolve any disputes at the lowest level of intervention possible. If disputes cannot be resolved at the Comprehensive AJCC level, the issue will be brought to the attention of Oakland WDB staff, who will attempt to mediate. Issues will be brought to the appropriate Principals of the required AJCC Partners as a last resort.

D. Modifications to the IFA

The Oakland WDB staff will review the infrastructure costs annually. The basis for determining overall costs will be the space and operating costs assigned to the Comprehensive AJCC partner. In addition, actual costs for contracts, equipment, and/or other items or services benefiting the workforce system will be included. A progress report will be made available to the AJCC Partners based on second quarter expenses recorded annually. The fiscal information available by the end of the third quarter of every fiscal year will be the basis for proposed modifications, and will be taken to the AJCC Partners for negotiation of a fair and equitable share of costs. Modifications to the allocations will be implemented in the following fiscal year.

E. Assurances

The signatories to this IFA agree to contribute their proportionate share of infrastructure costs as soon as sufficient data is available to make such a determination. The level of support must be reasonable, necessary, allowable, and allocable per WIOA and the partner funding source. Costs will be negotiated based on the data provided by the State, regulations and directives issued by the partner funding source, and locally agreed upon methodology for cost allocation, and agreed upon definitions of benefit.

AJCC Partner proportionate fund contributions will be calculated in accordance with 2 CFR Part 200.

II. Termination

The term of this IFA shall be from July 1, 2022, through June 30, 2025, subject to review and approval each year. This IFA shall remain in effect until terminated in writing. This IFA will be reviewed and updated, at a minimum, every three years to ensure it contains up to date information regarding funding, delivery of services, and changes in the signatory official of the Oakland WDB, Chief Elected Official, or AJCC Partners. This IFA shall be binding upon each party hereto upon execution by such party.

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every AJCC Partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. If it becomes necessary for one or more parties to cease being a part of this IFA, said entity shall notify the other parties, in writing, sixty (60) days in advance of that intention. Notices of withdrawal shall be submitted to the Oakland WDB. Should any AJCC Partner withdraw, this IFA shall remain in effect with respect to the other remaining AJCC Partners.

IV. Sharing Infrastructure Costs

The structure of the Oakland LWDA involves a single Comprehensive AJCC partner, the Oakland Private Industry Council, Inc., 268 Grand Ave, Oakland, CA 94612

V. Cost Allocation Methodology

AJCC Partners agree that allocation of shared infrastructure costs will be a proportion of the co-located AJCC Partners' program occupancy percentage at the Comprehensive AJCC center. Co-located AJCC Partners may provide cash, non-cash, and third-party-in-kind contributions to cover their proportionate share of infrastructure costs.

VI. Sharing Other One-Stop System Costs

AJCC Partners sharing other One-Stop system costs are funded as follows:

- Title I Adult, Dislocated Worker
- Title II Adult Education and Literacy
- Title III Wagner-Peyser
- Title IV Vocational Rehabilitation
- Carl D. Perkins Career and Technical Education Act
- Veterans Programs
- Trade Adjustment Assistance Act
- Unemployment Insurance
- Community Services Block Grant
- TANF/CalWORKs
- U.S. Department of Housing and Urban Development
- Title V Older Americans Act

VII. Attachments

The following are attached to this IFA and incorporated herein by reference:

- Comprehensive Infrastructure budget - Attachment 1
- Sharing Other One-Stop System Costs - Attachment 2
- Phase I-Partner MOU

In witness, whereof, the City of Oakland and the AJCC Partners have entered this IFA effective as of the date first above written.

This agreement may be signed in counterparts.

CITY OF OAKLAND, a municipal corporation

By: _____

Ed Reiskin
City Administrator

By: _____

Sofia Navarro
Executive Director, Oakland Workforce Development Board

By: _____

Derreck Johnson,
Chair Oakland Workforce Development Board

Approved as to form and legality:

By: _____

Deputy City Attorney

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions. Parties also agree to the term prescribed in the sharing of other One-Stop system costs.

I, the undersigned representative of the **Oakland Private Industry Council, Inc.** (Comprehensive One Stop Career Center - America's Job Center of California), do hereby agree to and approve this document.

Raymond Lankford, Chief Executive Officer
Oakland Private Industry Council, Inc. (Comprehensive AJCC)
(510) 502-3144
raymond@oaklandpic.org

Date: _____

OAKLAND WORKFORCE DEVELOPMENT BOARD

RESOLUTION NO. 22-

RESOLUTION AUTHORIZING MEMORANDA OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENTS WITH THE AMERICA'S JOB CENTER OF CALIFORNIA LOCAL ONE-STOP PARTNERS AS REQUIRED UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT AND SUBJECT TO APPROVAL BY THE OAKLAND CITY COUNCIL

WHEREAS, Section 107 of the Workforce Innovation and Opportunity Act of 2014 (“WIOA”) provides for the establishment of a local workforce development board in carrying out designated workforce development functions; and

WHEREAS, Executive Order No. 2016-01 established the Oakland Workforce Development Board as a board of the City; and

WHEREAS, the Mayor of the City of Oakland is the chief elected official for the Oakland Local Workforce Development Area as defined by WIOA; and

WHEREAS, the Mayor has designated the City Administrator to act on her behalf on all WIOA administrative matters; and

WHEREAS, WIOA requires that a Memorandum of Understanding be developed and executed with required one-stop partners in a local area to establish an agreement concerning the operation of the workforce development system; and

WHEREAS, a Memorandum of Understanding and an Infrastructure Funding Agreement with the America's Job Center of California required local one-stop partners in Oakland has been developed and approved by the Oakland Workforce Development Board (“Board”) as required by WIOA; and

WHEREAS, as part of the Memorandum of Understanding and Infrastructure Funding Agreement, the local partners agree to share in the operating costs of Oakland's workforce development system through FY 2024-25; now, therefore, be it

RESOLVED: That the Board hereby authorizes the negotiation and execution of the Memorandum of Understanding and Infrastructure Funding Agreement with local partners in Oakland concerning the operation of the workforce development system in Oakland through FY 2024-25 as required by WIOA and subject to approval by the Oakland City Council; and be it

FURTHER RESOLVED: That the Board hereby authorizes the negotiation and execution of the memoranda of understanding and related agreements, such as infrastructure funding agreements, with local one-stop partners in Oakland for subsequent years as required by WIOA and approved by the Oakland Workforce Development Board, along with amendments to said agreements, without returning to the Board; and be it

FURTHER RESOLVED: That the Board is authorized to take actions with respect to such agreements consistent with this Resolution and its basic purposes, subject to review and approval by the City Attorney's Office as counsel to the Board.

PASSED BY THE FOLLOWING VOTE:

AYES -

NOES –

ABSENT –

ABSTENTION –



ITEM II.b. - ACTION

To: Oakland Workforce Development Board
From: OWDB Staff
Date: August 4, 2022
Re: Accept and Appropriate \$50,000 to Oakland Private Industry Council (OPIC)

RECOMMENDATION

Staff Recommends That The Oakland Workforce Development Board (OWDB) Adopt A Resolution Authorizing The Acceptance And Appropriation Of An Additional Fifty Thousand Dollars (\$50,000) To The Oakland Private Industry Council In Accordance With The City Council's FY 2022-23 Mid-Cycle Budget Amendments

EXECUTIVE SUMMARY

City Council adopted the FY 2022-23 Midcycle Budget on June 30, 2022 pursuant to Resolution No. 89283 C.M.S., which included new awards for grant agreements between the City and various organizations and non-profits provide services, programs, and resources to Oakland residents. The City Council routinely funds grant agreements as part of the budget in support of enabling these non-profits to continue to operate programs and serve the community without interruption. The FY 2022-23 Midcycle Budget includes appropriations for a grant agreement with the Oakland Private Industry Council in the amount of Fifty Thousand Dollars (\$50,000) for technical equipment and infrastructure improvements.

Staff recommends that the Oakland Workforce Development Board adopt a resolution authorizing the acceptance and appropriation of an additional Fifty Thousand Dollars (\$50,000) to the Oakland Private Industry Council in accordance with the FY 2022-23 Midcycle Budget amendments.

ATTACHMENTS:

City Council Supplemental Report – FY 2022-23 Midcycle Grants
Council Amendment Midcycle Budget Spreadsheet
Resolution 22-___ OPIC General Fund Grant



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Erin Roseman
Director of Finance

SUBJECT: FY 2022-23 Midcycle Grants –
Supplemental

DATE: July 21, 2022

City Administrator Approval 

Date: Jul 22, 2022

RECOMMENDATION

Staff Recommends Adopting A Resolution Awarding Grant Agreements To Community Service Providers For A Total Amount Not To Exceed Six Million Ninety-One Thousand Two Hundred Fifty (\$6,091,250) Dollars In Accordance With City Council Budget Appropriations And Allocations As Adopted By Resolution No. 89283 C.M.S., Which Amended The Fiscal Year 2022-23 Budget.

REASON FOR SUPPLEMENTAL

This supplemental report provides background on the additional grants allocated in the Fiscal Year (FY) 2022-23 Adopted Midcycle Budget.

BACKGROUND / LEGISLATIVE HISTORY

City Council adopted the FY 2022-23 Midcycle Budget on June 30, 2022, which included new awards to organizations and entities in the amount of \$6,091,250. The allocations for grant agreements between the City and various organizations and non-profits provide services, programs, and resources to Oakland residents. The City Council routinely funds grant agreements as part of the budget in support of enabling these non-profits to continue to operate programs and serve the community without interruption.

ANALYSIS AND POLICY ALTERNATIVES

The FY 2022-23 Midcycle budget includes appropriations for grant agreements with the following entities the amounts as noted in *Table 1* below.

City Council
July 26, 2022

Table 1: FY 2022-23 Grantees and Award Amounts (\$)

Grantee	FY 2022-23 Amount
Saba Grocers Initiative <i>Community food cards</i>	\$1,000,000
P.L.A.C.E. (People Linking Art Community & Ecology) <i>Educational workshops on permaculture, contingent upon Council approval</i>	\$10,000
Oakland Housing Secure <i>\$750,000 for legal services</i>	\$750,000
Oakland Housing Secure <i>\$250,000 for rental assistance, contingent upon Council approval</i>	\$250,000
FUSE Corps <i>Two (2) Fuse Fellows for Climate/ Sustainability Program (matching funds)</i>	\$160,000
Community Kitchens <i>Prepared meal support for the most vulnerable Oaklanders</i>	\$200,000
Unity Council, fiscal sponsor of Oakland Vietnamese Chamber of Commerce <i>Little Saigon business support and safety resources</i>	\$110,500
Legal Services for Prisoners with Children <i>Fiscal sponsor of Taylor Memorial UMC Affordable Housing Program</i>	\$175,000
HCEB Increase Contract <i>Pilot security program for 3rd and Peralta</i>	\$200,000
Fire Safe Council <i>Oakland Community Preparedness & Response (OCP&R)</i>	\$125,000
Oakland Private Industry Council <i>Technical Equipment Infrastructure Improvements</i>	\$50,000
Peralta Service Corporation <i>Re-entry employment and training services</i>	\$400,000
Native American Health Center <i>Employment and training services for youth and young adults</i>	\$200,000
Spanish Speaking Citizens Foundation <i>Healthy neighborhoods</i>	\$350,000
East Oakland Collective <i>Homeless services</i>	\$200,000
Camps in Common (Feather River Camp) <i>Vegetation management, platform tent repair, technology upgrades/operating costs reduction investments</i>	\$50,000
Family Support Advocates <i>Support for victims and families of violent crime assistance offering healing education advocacy and training</i>	\$75,000
Black Cultural Zone <i>Funding their community messenger cohort</i>	\$175,000
OK Program <i>Transportation for youth from extracurricular activities</i>	\$25,000
At Thy Word Ministries Church of God In Christ <i>Community food distribution</i>	\$50,000

Grantee	FY 2022-23 Amount
NAACP <i>Youth Development, mentoring and violence prevention</i>	\$10,000
<i>Homies Empowerment</i> <i>Youth Development, mentoring and violence prevention</i>	\$50,000
East Oakland Youth Development Center <i>Youth serving, education and training</i>	\$50,000
Youth Uprising <i>Youth serving, education and training</i>	\$50,000
East Oakland Boxing Association <i>Youth serving, education and training</i>	\$25,000
Lend a Hand Foundation <i>Youth serving, education and training</i>	\$25,000
Kingmakers of Oakland <i>Youth development, mentoring and violence prevention</i>	\$25,000
Cheryl Ward Ministries <i>Workforce development for youth</i>	\$25,000
Construction Resource Center <i>Support small, minority, local business contractors' access to opportunity</i>	\$400,000
Loveline Foundation <i>Loveline Campaign</i>	\$10,000
West Coast Blues Society <i>Cleaning of Blues Walk of Fame and 7th Street Blues Festival</i>	\$62,000
Project Touchdown <i>Math and science tutoring and mentoring program</i>	\$83,750
Movement Strategy Center, fiscal sponsor of TAY CTE Hub <i>Strategic plan for Career Technical Education Hub</i>	\$350,000
Legal Services for Prisoners with Children <i>Housing for re-entry population, including seniors, and support with re-entry services</i>	\$250,000
Center for Independent Living <i>Home assessment cases to support local residents with improved access to funding accessibility improvements to housing</i>	\$120,000
TOTAL	\$6,091,250

SABA Grocers Initiative

Saba Grocers Initiative is where Arab immigrant and Black corner store owners join forces to build a food system where fresh fruits and vegetables are affordable for all. The Initiative distributed 1,000 Saba Food Cards worth \$250 each-96% of which have been redeemed- to residents to be used at 26 independently owned stores across the City of Oakland to create demand for healthy products and incentivize produce sales in corner stores.

SABA Grocers Initiative is the only provider currently partnered with the City of Oakland with a debit card program in place. They were awarded the initial grant in April, Resolution 89122 C.M.S.

P.L.A.C.E. (People Linking Art Community & Ecology)

PLACE is a community hub that nurtures physical gathering space for the community. This hub allows people to see regenerative solutions in practice and gain access to the knowledge and resources to empower them to take action in their own lives, neighborhoods, towns, cities, and bio-regions.

As an events and maker-space organization, we have been extending community space as a tool and resource for healing, organizing, and co-creating art, visions, and equitable systems. This includes everything from community organizing, regenerative building, political education, cooking and medicine making demonstrations, hands-on gardening, solidarity fundraisers, cultural gatherings, spiritual ceremonies, song circles, community clay making, dance workshops, meditation classes, film screenings, local concerts and jams, and many other things that paint the intersectionality of the movement.

Oakland Housing Secure

Oakland Housing Secure is a collaborative of community organizations with deep roots in Oakland, partnering to prevent displacement and homelessness. The collaborative has developed a coordinated strategy using an array of tools including community outreach and education, legal representation, financial assistance, and social services to help the most vulnerable community members attain housing security.

FUSE Corps

FUSE is dedicated to freeing our country from the social and economic barriers to opportunities that have been perpetuated by a history of systemic and institutionalized racism. They partner with local governments and communities to more effectively address pressing challenges by placing experienced professionals in local government agencies. Funding will support work on a climate/sustainability program.

Community Kitchens

Community Kitchens is a free meal program for Oakland's most vulnerable community members. Their mission is to feed people left behind by other food programs and to build community and solidarity through food. Funding will assist in the preparation and distribution of meals to the unhoused, at-risk youth, and shut in or low-income seniors.

Unity Council for Oakland Vietnamese Chamber of Commerce

The Unity Council is a non-profit Social Equity Development Corporation with a 55-year history in the Fruitvale neighborhood of Oakland. Their mission is to promote social equity and improve quality of life by building vibrant communities where everyone can work, learn, and thrive. The funding will support Oakland's youth in achieving their full potential through life skills development, mentorship and other direct services.

Established in 1991, the Oakland Vietnamese Chamber of Commerce represents close to one hundred small businesses in the City. They provide resources and assistance to members

regarding business startup, development, and expansion. The funding will help support businesses and safety in the Little Saigon neighborhood.

Legal Services for Prisoners with Children for Taylor Memorial United Methodist Church

Taylor Memorial United Methodist Church is a historically Black, ethnically diverse Christian Church that has been serving Oakland since 1921. Taylor has a rich history of community involvement and outreach. The funds will support the affordable housing program.

Housing Consortium of the East Bay

Housing Consortium of the East Bay (HCEB) creates inclusive communities for individuals with developmental disabilities or other special needs through quality affordable housing in Alameda and Contra Costa County. HCEB fulfills this mission by providing housing outreach and support services; developing affordable housing, partnering with other nonprofit and for profit companies to secure set-asides within larger rental communities; and owning and operating special needs affordable housing.

Firesafe Council

The Oakland Firesafe Council is a grassroots community-based organization dedicated to mobilizing the people of Oakland and Alameda County to reduce the risks of wildfire danger to people and property through outreach, programs, and projects. Funding will support community preparedness and response programming for disasters such as wildfire, earthquake, or power outages.

Oakland Private Industry Council

Oakland Private Industry Council (OPIC) is a non-profit that provides accessible, high-quality training and employment services to local residents and employers in Oakland. Founded in 1978 as the Oakland Private Sector Corporation, OPIC continues to be a leader in workforce development. The City has partnered with OPIC for the last two decades. They were awarded \$235,000 in FY 21-22.

Peralta Service Corporation

Founded in Oakland in 1975, Peralta Service Corporation is a nonprofit helping job seekers remove barriers to employment. Their living wage employment and workforce development training program places candidates in available positions in property management services. Funding will support their program which increases the economic self-sufficiency of low-income adults, providing them both a progressive career and personal growth.

Native American Health Center

Established in 1972, Native American Health Center is a nonprofit that provides comprehensive services to improve the health and wellbeing of the Bay Area Native Population and other underserved communities. They were awarded a \$175,000 grant last year to provide high quality medical, dental, behavioral health, community wellness, and social service programs to

Native Americans, Alaska Natives, and residents of the surrounding community with respect to cultural and linguistic differences.

Spanish Speaking Citizens Foundation

Spanish Speaking Citizens' Foundation was established in 1964 by a group of visionaries dedicated to improving the lives of Latino residents in Oakland. Their vision is to create and maintain a vibrant community where all can enjoy educational and recreational opportunities, and access high-quality jobs.

They were awarded a grant for \$226,241 in FY11-12. Last year, they were awarded \$175,000 to support immigrant communities with citizenship and immigration services, provide free English classes, and empower youth through academic and social enrichment.

East Oakland Collective

The East Oakland Collective supports residents of East Oakland, prioritizing Black residents, to navigate challenges and barriers to inequities through resource distribution and advocacy. Their mission is to work towards racial and economic justice and equitable access. This funding will expand homeless support services and solutions including the Feed the Hood program which provides food, sanitation, hygiene, and household supplies for unhoused residents in East Oakland.

Camps in Common (Feather River Camp)

Camps in Common, a nonprofit corporation, operates Feather River Camp, the longest-running Oakland recreational program located in Plumas National Forest near Quincy, California. The camp has provided outdoor recreation programming as well as summer camp for children since 1924. Their mission is to promote and celebrate connections between nature, family and community.

The City has partnered with Camps in Common since 2003. The FY 2015-17 policy budget allocated \$40,000 to support community programs and services benefiting residents (Resolution 85746 C.M.S.). Last year, they were awarded \$20,000. This year, the grant will fund vegetation management, platform tent repair, technology upgrades and operating costs.

Family Support Advocates

The Family Support Advocacy Task Force (FSA), is a sub-committee of the Violence Prevention Coalition. FSA supports the families and friends of those who experienced violence and advocates for the elimination of all violence, but particularly gun violence and homicides. FSA pushes for more compassionate and transparent communication between law enforcement, the district attorney and families of homicide victims. FSA addresses these problems by creating a network of support for impacted individuals, pushing for the expansion of long-term healing and resources for family and friends of victims, and advocating for an increase in the number of resolved cold cases. This grant will fund events and activities throughout Oakland to provide a space for individual healing, teach ways to help family members, especially children, heal and work to address the larger issues of communal violence.

Black Cultural Zone

Since 2014, the East Oakland Black Cultural Zone Collaborative Partners has worked with a coalition of residents, government agencies, churches, and grassroots organizations and community groups to help keep Black folks in East Oakland. Through their strategy of building power, securing land, and directing more dollars to community driven projects, they can secure a foothold in East Oakland that finally allows the neighborhoods to thrive. This grant funding will support Oakland's youth and young adults in achieving their full potential through life skills development, mentorship, in addition to the distribution of critical information to the community through the organization's community messenger and workforce development cohort.

OK Program

Since 1990, the OK Program has touched the lives of thousands of African-American males from the ages of 12 to 18 in order to reverse the high rates of homicides and incarceration among that population. Their collaborative, team mentorship model brings together local police officers, school districts, and the faith-based community with the goal of transforming lives and empowering African-American men and boys to improve their communities. One of the main goals of the OK Program is to improve relationships between the law enforcement and African-American communities. At the Kids Interacting, Communicating Immix Teammates (KIC'IT) sessions participants receive an in depth understanding on how to interact with the police when contacted or confronted by an officer, which often occurs more than it ever should in the lives of young black males. Grant funding will support a pilot program that would provide safe rides home from extracurricular school activities for participants in the OK Program, from McClymond's and Castlemont High Schools for the 2023 school year.

At Thy Word Ministries Church of God In Christ

At Thy Word Ministries, a Ceasefire and Faith in Action Partner, is a church of believers where they worship God in Spirit and Truth, The Word of God is taught. Followers are empowered to serve their community. Grant funding will go towards supporting their weekly community food distribution program.

NAACP, Oakland Branch

The National Association for the Advancement of Colored People (NAACP) is a civil rights organization in the United States, formed in 1909 as an interracial endeavor to advance justice for African Americans. Their mission is to achieve equity, political rights, and social inclusion by advancing policies and practices that expand human and civil rights, eliminate discrimination, and accelerate the well-being, education, and economic security of Black people and all persons of color. The funding will support Oakland's youth in achieving their full potential through life skills development, mentorship, participation in meaningful activities and other direct services.

Homies Empowerment

Born in 2009, Homies Empowerment is an independent, grassroots community-based organization out of East Oakland. Through empowering education, community cultivation, food justice, and cooperative economics, they work alongside the community towards a world absent

of whiteness, capitalism, and heteropatriarchy. Last year, they received \$75,000 in grant funding to provide gang-impacted youth with leadership development services, ethnic studies education, civic engagement programs, and after school programs. This funding will continue their efforts to support Oakland's youth in achieving their full potential through life skills development, mentorship, participation in meaningful activities and other direct services.

East Oakland Youth Development Center

EOYDC visualizes a community of empowered youth and young adults with the character, skills, and network to positively contribute to society. Their mission is to develop the social and leadership capacities of youth and young adults, ages 5-24, so that they achieve excellence in education, career, and service to their communities. The funding will support Oakland's youth in achieving their full potential through life skills development, mentorship and other direct services.

Youth Uprising

Since 2005, Youth Uprising has been serving Alameda County residents between the ages of 13 and 24, primarily youth of color from low-income neighborhoods in East Oakland, through innovative, culturally relevant programming in the areas of media and performing arts, education and career development, social enterprise, peacemaking, and health and wellness. Their personal transformation work is focused on helping members change their life course to put them on a trajectory to success and self-sufficiency in adulthood. The funding will support Oakland's youth in achieving their full potential through life skills development, mentorship and other direct services.

East Oakland Boxing Association

For nearly 35 years, EOBA has served as a cornerstone of the Oakland Community providing free afterschool and summer day camp programs to underserved children ages 5-18. In these three decades, they have been able to positively impact the lives of more than 30,000 children from low-income families (nearly 95% of these children being children of color). Building on their boxing foundation, EOBA's programs (wellness, academics, and enrichment) are strategically interwoven to help youth build a solid foundation to live long, healthy, successful, and fulfilling lives. Grant funding will go towards supporting their culinary and technology programs. Support for their culinary program will allow EOBA to extend our programming into children's homes (ultimately promoting healthy eating in all settings) through a family meal program where youth are provided with the items needed and a recipe to duplicate a healthy meal they've prepared in the program at home with their family. Support for the technology program will allow EOBA to add computers to the elementary school space so that children K-5 have access to computers for both academic and enrichment purposes.

Lending A Hand Foundation

Lending A Hand Foundation is celebrating 25 years of "*Lending A Hand for Education.*" Lending A Hand's mission is to enhance the quality of life of underserved children, youth, and families in the East Bay by offering cultural experiences, educational support, financial literacy, and wellness resources. Grant funding will support their educational and life skills

programming, including their back-to-school school supply program, which ensures that as many Oakland children and youth are set up for success in the incoming school year.

Kingmakers of Oakland

Kingmakers of Oakland is a nonprofit improving educational and life outcomes for Black male students. They facilitate building will, strategic planning and transforming practices with inter-generational cross-functional equity teams in schools, districts, and communities across programs and services. Grant funding will support Oakland's youth in achieving their full potential through life skills development, mentorship and other direct services.

Cheryl Ward Ministries

Cheryl Ward Ministries (CWM) is an organization with a commitment to train and employ youth and young adults to be change-agents in working towards transforming the communities in which they live. Upon completion of the CWM Workforce Development Program, participants will be equipped and welcomed to work in companies and agencies in their fields of choice. In addition, to training and employment, youth learn the importance of volunteering and giving back to their community. They distribute food and toiletries at Homeless Encampments, as well as assist with Holiday Food Boxes at local giveaways. CWM builds and instills a sense of togetherness and family where staff and family also participate in fun activities as well as learning workshops and retreats. Youth also create jobs for themselves doing yard work, graphic design, assisting seniors and other things that develop their entrepreneurial and business skills. Grant funding will support CWM's youth workforce training programming, which includes providing stipends for youth participating in the program.

Construction Resource Center

Construction Resource Center is a one-stop shop that offers assistance and resources to contractors and tradespersons. They were awarded federal grant funding in 2018 to provide operational support and technical assistance to businesses. Funding this year will support small local business contractor development.

Loveliflife Foundation

The Loveliflife Foundation is an Oakland-based community building organization committed to promoting life and saving lives through community revitalization, leadership, and development. It is their mission to provide a supportive and empowering environment for at-risk youth, and to mobilize community support to change economic and social conditions that lead to violence.

West Coast Blues Society

The West Coast Blues Society recognizes blues music and its cultural value as an indigenous American art form. They are dedicated to the preservation and promotion of Blues, Jazz, Rhythm and Blues, and Gospel music by raising awareness and ensuring these art forms will not be lost through workshops, lectures, public performances and educational programs and activities. Funding will support cleaning of Blues Walk of Fame and 7th Street and the Blues Festival.

Movement Strategy Center for TAY CTE Hub

Since 2001, Movement Strategy Center provides values-aligned, holistic intermediary services enabling access to crucial infrastructure and thought partnership for BIPOC, women, and LGBTQIA movement leaders, activists, and communities challenging intersectional issues of systemic racism, rampant environmental destruction, and crippling economic exploitation.

In the spring of 2020, a coalition of transitional-aged youth (TAY) won a campaign for a Career Technical Education (CTE) Hub at 1025 2nd Avenue in Oakland. TAYHub provides in-depth support, wrap around services (health, wellness, social, emotional, etc.), a technical education center with hands-on job training on real life equipment in several trades, a space for athletic programs, student-run café, and additional services and support for OUSD students and family.

Legal Services for Prisoners with Children (LSPC)

LSPC organizes communities impacted by the criminal justice system and advocates to release incarcerated people, to restore human and civil rights, and to reunify families and communities. They build public awareness of structural racism in policing, the courts, and the prison system, and advance racial and gender justice in all their work. The funds will support housing for re-entry population, including seniors, and support with re-entry services.

Center for Independent Living

Center for Independent Living provides advocacy and services that increase awareness, collaboration, and opportunity among people with disabilities and the community at large. Their programs provide people with skills, knowledge, and resources that empower them to eliminate damaging and stereotypical notions of disability so they can strive toward realizing their full human potential. The funding will enable local residents improved access to funding accessibility improvements to housing through home assessments.

Other Budgetary Earmarks

The Budget also includes a new allocation of \$1,250,000 from the General Purpose Fund earmarked for the Job Readiness Program to enhance job readiness for Oakland residents who in years past have been personally subjected to the war on drugs, but no agencies specified. These funds will be awarded in accordance with the process outlined in the Informational Report from the City Administrator on recommendations for City Council to award direct community grants (Budgetary Earmarks) presented on April 19, 2022.

FISCAL IMPACT

Funding in the amount of \$6,091,250 is available for these agreements in the FY 2022-23 Midcycle Budget.

PUBLIC OUTREACH / INTEREST

This item did not require additional public outreach other than what was already conducted during the FY 2022-23 Midcycle budget process.

COORDINATION

The Finance Department worked with City Administrator's Office, Human Services, and Housing and Community Development in preparing the grants allocated in the FY 2022-23 Midcycle Budget.

SUSTAINABLE OPPORTUNITIES

Economic: There are significant economic impacts for the entities that will receive grants.

Environmental: There are no direct environmental opportunities associated with this report.

Race & Equity: Funding is a significant tool for improving social equity outcomes for Oakland residents.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends Adopting a Resolution Awarding Grant Agreements To Community Service Providers For A Total Amount Not To Exceed Six Million Ninety-One Thousand Two Hundred Fifty (\$6,091,250) Dollars In Accordance With City Council Budget Appropriations And Allocations As Adopted By Resolution No. 89283 C.M.S., Which Amended The Fiscal Year 2022-23 Budget

For questions regarding this report, please contact Brad Johnson, Budget Administrator at 510-238-2989.

Respectfully submitted,



Erin Roseman
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**FY 2022-23 COUNCIL AMENDMENTS - ADOPTED MIDCYCLE BUDGET - CLEAN
FUND 1010 - GENERAL PURPOSE FUND**

REVENUE ADDITIONS (POSITIVE #) & REDUCTIONS (NEGATIVE #)							
Item #	Fund	Dept.	Description	FY 2022-23 Ongoing	FY 2022-23 One-Time	FY 2022-23 Total	Notes
A1	1010						
Subtotal Revenue Adjustments				-	-	-	

EXPENDITURE REDUCTIONS (NEGATIVE #)							
Item #	Fund	Dept.	Description (Include Job Class & FTE)	FY 2022-23 Ongoing	FY 2022-23 One-Time	FY 2022-23 Total	Notes
B1	1010	City Council	Council Contingency Fund		(8,000,000)	(8,000,000)	
B2	1010	Multi-Dept	Funds available from adjusting vacancy rate (see tab 1)		(3,071,154)	(3,071,154)	to support staff additions below
B3	1010	City Administrator	Accountant III.AF031	(97,705)		(97,705)	Defer hire from April 2023 to July 2023
B4	1010	City Administrator	Assist to the City Administrator.EM117	(104,336)		(104,336)	Defer hire from April 2023 to July 2023
B5	1010	Finance	Treasury, Administrative Analyst I.AP103	(130,588)		(130,588)	Defer to biennial budget, July 2023
B6	1010	Human Resources	Human Resources Manager.EM186	(180,226)		(180,226)	Defer hire from July 2022 to January 2023
B7	1010	Econ Workforce Dev	Special Events		(150,000)	(150,000)	\$500k proposed, reduce by \$150k (\$90k for LoveLife Campaign, \$60k for Lake Vendor Program)
B8	1010	Human Services	Food Cards (SABA Grocers)		(1,000,000)	(1,000,000)	\$2M proposed, defer \$1M to July 2023
B9	1010	Fire	Deletes the following positions: 1.0 FTE Battalion Chief (104 Hr).PS102, 8.0 FTE Lieutenant of Fire Department.PS150, and 20.0 FTE Engineer of Fire Department (104 Hr).PS118	(7,829,081)		(7,829,081)	Replace with Fire Fighter Paramedics and Associated Overtime
B10	1010	DWES	Delete 1.0 FTE Employment Services Representative.PP117	(140,480)		(140,480)	Replace with Job Developer
B11	1010	Auditor	Delete 1.00 FTE Administrative Assistant II	(142,640)		(142,640)	Upgrade to Administrative Services Manager I
B12	1010	City Administrator	Delete 1.0 FTE Program Analyst I	(147,495)		(147,495)	Homelessness Division - Upgrade to Program Analyst II
Subtotal of Expenditure Reductions				(8,772,551)	(12,221,154)	(20,993,705)	

				FY 2022-23 Ongoing	FY 2022-23 One-Time	FY 2022-23 Total	Notes
FUNDS AVAILABLE FOR PROGRAMMING				8,772,550.50	12,221,154.00	20,993,705	

**FY 2022-23 COUNCIL AMENDMENTS - ADOPTED MIDCYCLE BUDGET - CLEAN
FUND 1010 - GENERAL PURPOSE FUND**

EXPENDITURE ADDITIONS (POSITIVE #)

Item #	Fund	Dept.	Description (Include Job Class & FTE)	FY 2022-23 Ongoing	FY 2022-23 One-Time	FY 2022-23 Total	Notes
SUB TOTAL CITYWIDE INVESTMENTS				400,000	3,640,000	4,040,000	
C1	1010	City Administrator	Redistricting changes - outreach & education		40,000	40,000	
C2	1010	City Clerk	November ballot measures		1,600,000	1,600,000	Estimate prior to measures placed on ballot
C3	1010	EWD	Job Readiness Programs		1,250,000	1,250,000	Targeted grants to enhance job readiness for Oakland residents who in years past have been personally subjected to the war on drugs
C4	1010	Housing & Comm Devt	Oakland Housing Secure - Legal services for low-income renters		750,000	750,000	In addition to \$1M already in proposed budget \$250,000 of the amount in the Proposed Budget must be allocated to Direct Rental Assistance
C6	1010	Human Services	Additional sanitation services for encampments		-	-	TBD - Prioritize if Additional Funds are Identified
C7	1010	Human Services	Expand safe RV sites		-	-	TBD - Prioritize if Additional Funds are Identified
C8	1010	Human Services	66th Ave. Safe RV Site	400,000	-	400,000	An Additional \$702,536 proposed for HHAP 3 & Meas Q
C9	1010	Fire	Wildfire/vegetation Risk Management		-	-	\$1.6M is unused and will carry forward; will start FY with \$3.2M (\$1.6M budgeted + \$1.6M unspent)
SUB TOTAL PERSONNEL ADJUSTMENTS				151,154	-	151,154	
C10	1010	City Council	1 FTE position of Budget Analyst, Principal for the Council Office	151,154	-	151,154	start January 2023
D1 - Kalb				-	460,000	460,000	
C11	1010	City Administrator/ Sustainability	Two (2) Fuse Fellows for Climate/ Sustainability Program (matching funds)		160,000	160,000	
C12	1010	City Administrator/ Sustainability	Climate Equity Fund for Portable Air Filtration Units		100,000	100,000	
C13	1010	Human Services	Community Kitchens		200,000	200,000	support homeless community
D2 - Bas				5,100	629,688	634,788	
C14	1010	EWD	Little Saigon business support (Unity Council)		110,500	110,500	\$62,500 allocated in 2019 but not expended and returned to GPF + \$48,000 for safety resources
C15	1010	EWD	Permitted Vendor Market, Lake Merritt		60,000	60,000	July - November 2022
C16	1010	Non-Departmental	Lake Merritt operations		154,084	154,084	July - October 2022 then parking management plan in place
C17	1010	Human Services	Oakland Youth Commission education stipends	5,100		5,100	add to existing \$900 for 17 youth
C18	1010	Human Services	Oakland Youth Commission strategic plan		75,000	75,000	add to existing \$25,000
C19	1010	Capital Improvements Program	D2 parks improvements		230,104	230,104	\$100k Wilma Chan Park signage, \$35k Chinese Gardens roof repair, additional funds for other parks improvements

**FY 2022-23 COUNCIL AMENDMENTS - ADOPTED MIDCYCLE BUDGET - CLEAN
FUND 1010 - GENERAL PURPOSE FUND**

D3 - Fife				-	628,000	628,000	
C20	1010	City Administrator/ Homelessness	Homelessness Program - workflow assessment research with an outside consultant (following audit)		100,000	100,000	
C21	1010	Human Services	Pilot security program for 3rd and Peralta		200,000	200,000	
C22	1010	Human Services	Pilot CERT program for 3rd and Peralta		3,000	3,000	Small pilot to allow 2 unhoused members to be trained for emergency - fire prevention
C23	1010	Housing & Comm Devt	Legal Services for Prisoners with Children/Taylor Memorial UMC - Affordable Housing Program		175,000	175,000	
C24	1010	Non-Departmental	Black New Deal Reparations Equity Impact Analysis		150,000	150,000	Rename Fund 2422 to Black New Deal Fund to be used for these Purposes
D4 - Thao				-	555,000	555,000	
C25	1010	Capital Improvements Program	D4 Caldecott Tunnel sidewalks		250,000	250,000	Also Requested by CM Kalb
C26	1010	Capital Improvements Program	D4 Joaquin Miller trail repair		30,000	30,000	
C27	1010	Fire	Firesafe Council		125,000	125,000	
C28	1010	EWD	Oakland PIC		50,000	50,000	
C29	1010	HSD	Expand feasibility study for Dept for Families & Children		100,000	100,000	
D5 - Gallo				-	950,000	950,000	
C30	1010	Human Services	Peralta Service Corporation		400,000	400,000	\$500k request
C31	1010	Human Services	Native American Health Center		200,000	200,000	\$250k request
C32	1010	Human Services	Spanish Speaking Citizens Foundation (OFCY)		350,000	350,000	\$400k request
D6 - Taylor				-	905,000	905,000	
C33	1010	Econ Workforce Devt	Citywide BID feasibility support		125,000	125,000	
C34	1010	Human Services	Community Grant: Homeless Services		200,000	200,000	East Oakland Collective
C35	1010	Human Resources	Reimagining Recruiting and Retention		250,000	250,000	Initiate a comprehensive process to reimagine the public employee recruitment and retention
C36	1010	Police	Investigations Mgmt System (current and cold cases) and dashboard reporting		250,000	250,000	initial investment
C37	1010	Capital Improvements Program	Upgrade for Arroyo Viejo consession stand		80,000	80,000	
D7 - Reid				-	635,000	635,000	
C38	1010	Human Services	Feather River Camp		50,000	50,000	
C39	1010	Violence Prevention	Community grant: support for victims and families of violent crime assistance offering healing education advocacy and training		75,000	75,000	Family support advocates
C40	1010	Violence Prevention	Community Grant : Youth Development, mentorship and violence prevention		510,000	510,000	EOYDC, Youth Uprising & others (See Reid/Taylor spreadsheet)

**FY 2022-23 COUNCIL AMENDMENTS - ADOPTED MIDCYCLE BUDGET - CLEAN
FUND 1010 - GENERAL PURPOSE FUND**

At-Large - Kaplan				-	1,356,650	1,356,650	
C41	1010	Econ Workforce Devt	Community Grant: Small Local Bus. Contractor Devt. (Construction Resource Center)		400,000	400,000	
C42	1010	City Administrator & EWD	Lovelife Campaign		90,000	90,000	\$10,000 to the Love Life Foundations, \$80,000 to the Love Life Cultural Strategy Campaign
C43	1010	EWD	Walk of Fame		62,900	62,900	
C44	1010	Human Services	Project Touchdown (OFCY)		83,750	83,750	See Admin answer
C45	1010	Econ Workforce Devt	CTE Hub		350,000	350,000	Strategic planning for a year-long, intensive, youth-centered, adult ally - supported planning process for the Career Technical Education Hub
C46	1010	TBD	Legal Services for Prisoner's with Children		250,000	250,000	
C47	1010	TBD	Center for Independent Living		120,000	120,000	
ADMINISTRATIVE & TECHNICAL ADJUSTMENTS				8,102,810	2,575,304	10,678,114	
C48	1010	Fire	Adds 29.0 FTE Fire Fighter Paramedic.PS184	6,916,674		6,916,674	See Reductions Above Replace with Fire Fighter Paramedics and Associated Overtime
C49	1010	Fire	Adds \$912,407 for Sworn overtime	912,407		912,407	See Reductions Above Replace with Fire Fighter Paramedics and Associated Overtime
C50	1010	EWD	Additional funding to extend Workforce Development Board grants for 6 more months per 89200 C.M.S.		885,304	885,304	Due to Adopted Council Reso. 89200 C.M.S. - Investments were subject to Fund Availability and Extended to Full Year Per Council Amendments
C51	1010	DWES	Disparity study for City's contracting process		250,000	250,000	
C52	1010	CAO	Add 1.0 FTE Program Analyst II	85,379		85,379	Homelessness Division - Upgrade from Program Analyst I, 6months See Delete Above
C53	1010	Finance	Revenue Management Additional Costs to Implement Business Tax Measure		1,315,000	1,315,000	Presentation Required to the Council President's team of 4 to be considered in use of the \$2.0M added from the County
C54	1010	Auditor	Add 1.00 FTE Administrative Services Manager I	130,575		130,575	Upgrade from Administrative Assistant II, 6 months funded See Delete Above
C55	1010	ITD	Dedicated post-go live support for 6 months-CAD/RMS		125,000	125,000	
C56	1010	DWES	Add 1.0 FTE Job Developer.AP211	57,775		57,775	Downgrade from Employment Services Representative, 6 months funded See Delete Above
Subtotal of Expenditure Additions				8,659,063	12,334,642	20,993,705	

	FY 2022-23 Ongoing	FY 2022-23 One-Time	FY 2022-23 Total	Notes
SURPLUS / (DEFICIT)	113,488	(113,488)	-	

**FY 2022-23 COUNCIL AMENDMENTS - ADOPTED MIDCYCLE BUDGET - CLEAN
FUND 1010 - GENERAL PURPOSE FUND**

ITEMS DEFERRED FOR FUTURE BUDGET AMENDMENT OR BIENNIAL BUDGET CONSIDERATION							
Item #	Fund	Dept.	Description (Include Job Class & FTE)	Ongoing	One-Time	Total	Notes
D1	1010	Non-Departmental	Reduce lease payment to Oakland-Alameda County Coliseum Authority (OACCA)	-	(2,000,000)	(2,000,000)	\$2.0M in Savings to be Programed at July 11
D2	1010	City Administrator/ Sustainability	Community Resilience Hub		750,000	750,000	\$750k request, defer until 2 year budget July 2023
D3	1010	HCD	First-Time Homebuyers Program		-	-	Defer to 2 year budget funding amount TBD
D4	1010	Capital Improvements Program	D5 Josie De La Cruz Park - New children play structures, field		1,000,000	1,000,000	\$1M request - consider after Business License Tax vote or 2 year budget
D5	1010	EWD	City Hall East		350,000	350,000	\$350k request for Initial setup - consider after BLT vote or 2 year budget
D6	1010	City Administrator	Reimagining Public Safety Phase II		250,000	250,000	\$250k request to Begin Phase II of Reimagining Public Safety Process; hold given current work on policy directives - OPD Calls Analysis, OPD Audit
D7	1010	Public Works	Community grant for beautification and blight removal (Beautification Council)		150,000	150,000	\$150k request - hold given pending grant via state funds
D8	1010	Planning & Building	Grant for Planning & Building Fee Waiver (Homefulness)		40,000	40,000	\$40k request - hold given pending legislation to waive fees for certain affordable housing projects (Kaplan, Fife)
D9	1010	HCD	Unlicensed ADU Legalization 0% Interest Loan Program		1,200,000	1,200,000	\$1.2M request (\$100,000 per applicant (x12)) - consider after BLT vote or 2 year budget
D10	1010	Human Resources	Down Payment Assistance for Public Safety Employees Purchasing Homes in the City of Oakland		1,600,000	1,600,000	\$1.6M request, Revolving loan fund (\$80k x 20) - consider after BLT vote or 2 year budget
D11	1010	EWD	Community grant: vacant parcel activation		200,000	200,000	Black Cultural Zone, Homies empowerment (100k each)
D12	1010	EWD	Community Grant: Workforce Development		300,000	300,000	Request for Cypress Mandela Training Center (\$200k), Black Cultural Zone (\$100k) - consider after BLT vote or 2 year budget or with WFD program
D13	1010	Public Works	Surveillance Cameras		120,000	120,000	\$120k request for 10 cameras for business areas - consider after BLT vote
D14	1010	Human Services	Youth Spirit Artworks		250,000	250,000	<i>See Admin answer - Defer for Future Consideration</i>
D16	1010	DOT	Intersection and Traffic Safety: Violence Prevention		30,000	30,000	<i>Holly St. between 96th and 98th Ave – Traffic calming measures for detouring vehicles taking side streets to avoid the BRT traffic on International Blvd. Assuming closure is not an option, install a maximum of 4 speed bumps.</i>
D17	1010	DOT	Intersection and Traffic Safety: Violence Prevention		750,000	750,000	<i>105th between San Leandro & International – Install 3 traffic circles, requested by NCPC 32x</i>
D18	1010	DOT	Intersection and Traffic Safety: Violence Prevention		600,000	600,000	<i>Plymouth & 106th – traffic calming/violence prevention measures to prevent speeding and sideshowsPlymouth: 5 traffic circles; 106th: 10 traffic circles</i>
D19	1010	DOT	Intersection and Traffic Safety: Violence Prevention		100,000	100,000	<i>Mountain Blvd between Keller Ave and 98th Ave-\$100,000 for a consultant study and analysis to recommend traffic calming solutions for this significant stretch of arterial roadway.</i>
D20	1010	OPW	Homelessness Intervention Operations	833,000		833,000	<i>Would fund a pilot program to add an additional funding for Public Works "clean and clear" intervention operations team and equipment</i>

**FY 2022-23 COUNCIL AMENDMENTS - ADOPTED MIDCYCLE BUDGET - CLEAN
FUND 1010 - GENERAL PURPOSE FUND**

D21	1010	OPW	Median Maintenance Crew	833,000		833,000	<i>Would fund a pilot program to add additional 4 FTE person crew + equipment cost To provide regular and routine maintenance to the city's 120 medians</i>
D22	1010	City Administrator/ Homelessness	Add Homelessness Outreach Services Case Manager FTE	250,000			Annual Cost
D23	1010	City Council	1 additional FTE position for each of the 8 Councilmember offices	1,718,632			Annual Cost
D24	1010	City Council	1 part-time position for the Council Administrative office	69,243			Annual Cost
D25	1010	City Council	Expand current part-time position to FT for Council Administrative office dedicated to Council President	120,302			Defer until 2 year budget July 2023 (\$120,302 for 12 mos)
D26	1010	Housing & Comm Dev't	Housing Development Coordinator IV (ACAH Program)	228,812			Annual Cost
D27	1010	Human Services	Oakland Youth Commission Admin. Analyst I	123,980			Annual Cost
D28	1010	Finance or Police or Police Commission	FT Dedicated Standard Public Analyst Position (Data Analyst II)	197,643			Annual Cost
D29	1010	Police	Add Civilian Investigator FTE	250,000			\$250k staffing request - consider in 2 year budget
D30	1010	Police-Youth Section of CID	OK Program Expansion	250,000			\$250k staffing request - consider in 2 year budget
Subtotal of Deferred Additions				4,874,612	5,690,000	7,356,000	

OAKLAND WORKFORCE DEVELOPMENT BOARD

RESOLUTION NO. 22-

A RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD (“BOARD”) AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF AN ADDITIONAL FIFTY THOUSAND DOLLARS (\$50,000) IN GENERAL FUND ALLOCATION TO THE OAKLAND PRIVATE INDUSTRY COUNCIL IN ACCORDANCE WITH THE CITY COUNCIL’S FISCAL YEAR 2022-23 MID-CYCLE BUDGET AMENDMENTS

WHEREAS, the Oakland Workforce Development Board (“Board”) is mandated to oversee the expenditure of the Workforce Innovation and Opportunity Act of 2014 (“WIOA”) funding in partnership with the Mayor as local chief elected official in a designated workforce development area such as the City of Oakland, and the Mayor has designated the City Administrator to act on the Mayor’s behalf on all WIOA administrative matters; and

WHEREAS, the Board budget is made up of multiple funding streams that support workforce development efforts, including Federal, State, City of Oakland, and miscellaneous grants from private businesses and philanthropic support; and

WHEREAS, the City Council adopted the FY 2022-23 Midcycle Budget on June 30, 2022 pursuant to Resolution No. 89283 C.M.S., which included new awards for grant agreements between the City and various organizations and non-profits provide services, programs, and resources to Oakland residents; and

WHEREAS, the City Council routinely funds grant agreements as part of the budget in support of enabling these non-profits to continue to operate programs and serve the community without interruption; and

WHEREAS, the FY 2022-23 Midcycle Budget includes appropriations for a grant agreement with the Oakland Private Industry Council in the amount of Fifty Thousand Dollars (\$50,000) for technical equipment and infrastructure improvements; now, therefore, be it

RESOLVED: That the Board hereby authorizes the acceptance and appropriation of an additional Fifty Thousand Dollars (\$50,000) in General Fund allocation to the Oakland Private Industry Council in accordance with the FY 2022-23 Midcycle Budget amendments; and

FURTHER RESOLVED: That the Board authorizes any FY 2022-23 contracted funds not fully spent by service providers by June 30, 2023, to be carried over into FY 2023-24; and be it

FURTHER RESOLVED: That each contract for workforce development activities shall have specific performance benchmarks consistent with program regulations, and that the City shall

terminate the contract of a service provider that materially fails to meet contract performance, with funds reallocated to existing service providers or an on-call pool; and be it

FURTHER RESOLVED: That the City is hereby authorized to spend such funds in FY 2022-2023 and take other action with respect to the authorized contracts consistent with the Resolution and its basic purposes, subject to review and approval by the City Attorney's Office as counsel to the Board.

PASSED BY THE FOLLOWING VOTE:

AYES -

NOES –

ABSENT –

ABSTENTION –



ITEM III.a. - INFORMATIONAL

To: Oakland Workforce Development Board
From: OWDB Staff
Date: August 4, 2022
Re: Amended Bylaws

UPDATE

The Oakland Workforce Development Board (OWDB) bylaws were amended and adopted by the Mayor of Oakland by Executive Order.

BACKGROUND

As a public body whose members are appointed by the Mayor of the City of Oakland, the OWDB is charged with recommending governance systems and structures so that it can fulfill its mission of overseeing federal, state, and other investments and resources that help support workforce development in Oakland and the broader East Bay region. With the enactment of the Workforce Innovation & Opportunity Act (WIOA), local workforce development areas were charged with creating a WIOA-compliant board as part of the requirements for Local Board recertification. As a part of the process of both setting up and appointing members to the new board, which the City of Oakland completed in March 2016, new bylaws were also adopted to establish the board's purpose, functions, membership, and other related issues.

CURRENT SITUATION

In November 2016, the OWDB authorized the Chair to create an ad hoc Governance Committee to fulfill its responsibilities related to the best and most effective way to organize and implement its work. Because the OWDB needed to prioritize the development of the 2017-2020 OWDB Strategic Plan and the adoption of the OWDB FY 2017-2018 budget, the convening of the ad hoc Governance Committee was deferred until August 2017, with a second meeting happening in early October 2017. In accordance with their assigned charge, these ad hoc committee meetings included a discussion and review of the OWDB bylaws, which the OWDB Executive Director at that time reviewed and modified with help from the Oakland City Attorney's Office.

The primary changes to the Bylaws included clarifying the nomination process for Board members and nominees for Board officer positions, as well as the creation of a standing Executive Committee. The Chair, Vice Chair, and optional Second Vice Chair positions must be filled by business representatives. The Executive Committee would be authorized to take limited action (expenditures of less than \$250,000) on behalf of the Board in order to meet funding or programmatic deadlines if the Board is not scheduled to meet in time to meet such deadlines.

The bylaws may be amended by the Mayor through Executive Order. An Executive Order was not issued adopting the amended bylaws in 2018. Since then, further amendments have been made as a result of an audit by the Employment Development Department, which required the OWDB revise its bylaws to address the proxy and alternative designee process that will be used when a Board member is unable to attend a meeting. The bylaws have been revised to require that Board members must attend a meeting to cast a vote, and the Board shall not permit absentee or proxy voting at any of its meetings.

ANALYSIS AND POLICY ALTERNATIVES

Strengthening the OWDB's governance systems and structure(s) helps to ensure efficient, effective, and transparent decision-making processes around workforce development priorities and investments in the City so that both job seeker and business customers reap maximum benefits from these efforts.

FISCAL IMPACT

The proposed bylaw changes have no direct fiscal impact on the City of Oakland or the OWDB.

ATTACHMENTS

Proposed OWDB Bylaw Amendments – July 2022

BYLAWS

OAKLAND WORKFORCE DEVELOPMENT BOARD

Adopted by Mayor of the City of Oakland
Executive Order No 2016-01
Issued March 31, 2016

(Amended and restated by the Mayor of the City of Oakland, Executive Order No. 2022-____
issued July ____, 2022)

ARTICLE I

Name

The name of this organization is the "Oakland Workforce Development Board."

ARTICLE II

Purpose

It shall be the purpose of the Oakland Workforce Development Board, hereinafter referred to as the "Board," to oversee the articulation and implementation of comprehensive workforce development strategies, policies and performance outcomes of the City of Oakland's integrated service delivery system in partnership with the Mayor of the City of Oakland (the "Mayor"). The Board shall act as the local workforce development board for the Oakland area as authorized under the federal Workforce Innovation and Opportunity Act of 2014 and its implementing regulations (together "WIOA").

ARTICLE III

Functions

It shall be the responsibility of the Board to develop policy, provide guidance for, and exercise oversight with respect to activities under Oakland's Local Plan as required under Section 108 of WIOA and such other plans developed by the City of Oakland with respect to workforce development. These responsibilities include, but are not limited to, the following:

- **Local and Regional Plans.** The Board, in partnership with the Mayor, shall develop and submit a comprehensive Local Plan to the Office of the Governor. The Board shall convene local workforce development system stakeholders to assist in development of the Local Plan. The Board, in partnership with the Mayor, shall also collaborate with other local boards and chief elected officials to prepare and submit a Regional Plan to the Office of the Governor.
- **Selection of One-Stop Operator.** The Board, with the agreement of the Mayor, shall designate the One-Stop Operator, and may terminate the eligibility of such One-Stop Operator.

• **Selection of providers of youth services, training services and career services.** The Board shall identify and approve eligible providers of youth services, training services and career services in Oakland. The Board shall ensure that there are sufficient numbers and types of providers of career services and training services serving Oakland that provide

services in a manner that maximizes consumer choice and provides opportunities for competitive integrated employment for persons with disabilities.

• **Career pathways.** The Board shall lead efforts with representatives of secondary and postsecondary education programs to develop and implement career pathways in Oakland. The Board shall otherwise coordinate its activities with education and training providers in Oakland.

• **Accessibility for persons with disabilities.** The Board shall annually assess the accessibility of all one-stop centers in Oakland.

• **Workforce research and analysis.** The Board shall carry out research and analysis with respect to economic conditions and workforce needs in the City of Oakland and the Oakland workforce as required by WIOA and as needed to assist in the development and implementation of the Local Plan.

• **Employer engagement.** The Board shall lead efforts to engage with a diverse range of employers in Oakland to promote business representation on the Board, to develop effective linkages to support employer use of the local workforce development system, to ensure that Oakland's workforce investment activities meet the needs of employers and supports economic growth in Oakland, and to develop and implement proven strategies for meeting the needs of Oakland workers and employers. This includes strategies for using technology to maximize the accessibility and effectiveness of the workforce development system.

• **Program oversight and accountability.** The Board, in partnership with the Mayor, shall conduct oversight over workforce investment activities in Oakland and ensure the appropriate use and management of funds provided to Oakland under WIOA and other workforce development programs. This includes negotiation of local performance accountability measures.

• **Budget.** The Board shall develop a budget for the purpose of carrying out its duties consistent with the Local Plan, subject to the approval of the Mayor and the Oakland City Council.

The Board, through its members, officers and staff, shall be responsible for ensuring that its members actively participate in convening stakeholders in Oakland's workforce development system, brokering relationships with a diverse range of Oakland employers, and leveraging support for Oakland's workforce development activities.

ARTICLE IV

Membership

A. Authorized membership. The Board shall be composed of up to twenty-seven (27) members.

B. Appointments. Board members shall be appointed by the Mayor. The Mayor shall issue an appointment letter identifying the person appointed, the category for which the appointment is made, and the commencement and expiration date of the appointment term. The Executive Director shall be responsible for notifying the Mayor and the applicable nominating entities as set forth below as early as possible of a vacancy on the Board in order to ensure a prompt nomination and appointment.

C. Board composition. The Board shall be comprised of members from the following categories:

1. Business representation. The Board shall include at least a majority of members who are representatives of businesses in Oakland. Such members shall be owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. Said members shall represent businesses that provide employment opportunities that includes high-quality, work-relevant training and development in in-demand industry sectors or occupations in Oakland. Business representatives shall be appointed from persons nominated by local chambers and business trade associations pursuant to the nomination process set forth below in Section E “Nomination process” below. . To the fullest degree possible, Board appointments shall ensure that business representatives represent a cross section of Oakland's small and large business community, and reflect Oakland's geographical, ethnic and gender diversity. At least two (2) business representatives shall be representatives from small businesses in Oakland as defined by the U.S. Small Business Administration.

2. Workforce representation. At least 20 percent of the Board shall consist of members who are representatives of the workforce in Oakland, including the following:

i. At least two (2) members shall be representatives of labor organizations in Oakland. Labor representatives shall be appointed from persons nominated by the Central Labor Council of Alameda County pursuant to the nomination process set forth below.

ii. At least one (1) member shall be a representative from a joint labor-management, or union affiliated, apprenticeship program in Oakland. Such representative must be a member of a labor organization or a training director.

iii. If and as needed to meet the 20 percent requirement, the Board shall include other workforce representatives, who may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of veterans, that provide or support competitive

integrated employment for persons with disabilities, or that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including organizations that serve out of school youth.

3. Education and training representation. The Board shall include up to two (2) members who are representatives of the workforce in Oakland, including the following:

- i. At least one (1) member shall be a representative from a provider administering adult education and literacy activities under WIOA Title II.
- ii. At least one (1) member shall be a representative from an institution of higher education providing workforce investment activities, including community colleges.

Nominations for the above education and training members shall be solicited from at a minimum, the following entities that provide those activities: the Oakland Unified School District and Peralta Community College District.

4. Government, economic development, and community development representation. The Board shall include up to three (3) members who are representatives of governmental, economic and community development entities in Oakland, including the following:

- i. At least one (1) member shall be a representative from an economic and community development entity.
- ii. At least one (1) member shall be a representative from the California Economic Development Department.
- iii. At least one (1) member shall be a representative from The State of California Department of Rehabilitation.

5. Additional representation. The Board may include additional members as deemed appropriate by the Mayor and as allowed under WIOA.

D. Prohibitions. The Board may not include members who are either (1) elected public officials, or (2) employees or directors of grantees of Oakland WIOA funds except as required by WIOA.

E. Nomination process.

1. Business representatives. The Board Chair and City Staff shall request local chambers of commerce or other business associations to submit nominees for consideration as business representatives to the Board. Nominations for the business representative members shall be solicited from at a minimum, the following entities: the Oakland Metropolitan Chamber of Commerce, Oakland African American Chamber of Commerce, Oakland Latino Chamber of Commerce, and Oakland Chinatown Chamber of Commerce.

The Board's Executive Director shall then review the nominees for compliance with this policy and applicable law. Nominees who meet the nomination criteria shall be asked to submit a resume or biography and cover letter expressing interest in serving on the Board, and may be interviewed by the Board's Executive Director or designated staff. The Board's Executive Director shall then forward qualified nominees to the Mayor for his or her consideration for official appointment to the Board.

2. Labor representatives. The Board Chair and City staff shall request the Central Labor Council of Alameda County and the Alameda County Building Trades Council to submit nominees for consideration as labor representatives to the Board. The Board's Executive Director shall review the nominees for compliance with this policy and applicable law. Nominees who meet the nomination criteria will be asked to submit a resume or biography and cover letter expressing interest in serving on the Board, and may be interviewed by the Board's Executive Director or designated staff. The Board's Executive Director shall then forward qualified nominees to the Mayor for his or her consideration for official appointment to the Board.

3. Other representatives. The Mayor, City staff, or Board members, may recommend persons for all other Board positions. The Board's Executive Director shall review nominees for compliance with this policy and applicable law. Appropriate nominees shall then be asked to submit a resume or biography and cover letter expressing interest in serving on the Board, and may be interviewed by the Board's Executive Director or designated Staff. The board's Executive Director shall then forward qualified nominees to the Mayor for his or her consideration for official appointment to the Board.

F. Term of office. The term of office for Board members shall be two (2) years, except as specified below with respect to staggered terms. Terms shall start from the date of commencement of the term as set forth in the appointment letter issued by the Mayor. The term commencement date for the initial appointments to the Board shall be March 31, 2016.

G. Staggered terms. Half of the Board members appointed in 2016 shall serve one-year terms and half shall serve two-year terms, as determined by the Mayor.

H. Mid-term vacancies. If a member is appointed to fill a vacancy created by the termination of a member before the normal expiration of his or her term, the term of the successor shall be the remaining term of the member vacating the position.

I. Term limits. A Board member may serve no more than three (3) consecutive terms; provided that the Mayor may make exceptions to these term limits on a case-by-case basis upon a determination by the Mayor that such an exception will be in the best interests of the City.

J. Holdover. In the event an appointment to fill a vacancy has not occurred by the conclusion of a Board member's term, that member may continue to serve as a Board member during the

following term in a holdover capacity, for a period not to exceed one year, to allow for the appointment of a Board member to serve the remainder of said following term.

K. Tenure on Board. Board members shall remain on the Board until:

1. Their term expires, subject to the holdover provisions of these Bylaws;
2. They resign in writing;
3. They no longer hold the status for membership on the Board under which they were appointed, as determined by the Executive Director;
4. They are removed from the Board for cause after a hearing before the Board and a majority vote in favor of removal, and are notified in writing of their removal ; or
5. They are removed from the Board for cause by the Mayor, and are notified in writing of their removal.

Among other things, conviction of a felony, misconduct, incompetence, inattention *to* or inability to perform duties, or absence from three (3) consecutive regular meetings or four (4) regular or special meeting absences in any one-year period except on account of illness or by permission of the Board Chair, shall constitute cause for removal.

ARTICLE V. Officers

A. Officers. At minimum, officers of the Board shall include a Chair and a Vice Chair, both of whom must be business representatives. The Board may also choose to have a Second Vice Chair, who must also be a business representative.

B. Selection of officers. . Nominees for Officer positions shall be nominated by Board members at a Board meeting, or alternatively, the current Chair may elect to convene a Nominating Committee to recommend nominees for Officer positions. Officers shall be elected from among members of the Board by a majority vote. In the event of a tie vote, a run-off of the two highest candidates shall determine who is elected.

C. Terms. The term of office for Chair and Vice Chair shall be two years. If the office of the Chair becomes vacant during a term, the Board shall choose a new Chair for the remainder of the term, and the Vice Chair shall act as Chair pending election of the new Chair. If the office of the Vice Chair becomes vacant during a term, the Board shall choose a new Chair for the remainder of the term. and the Second Vice Chair (if any) shall act as Vice Chair pending election of the new Vice Chair

D. Duties of the Chair. The Chair shall preside at all meetings of the Board, represent the Board whenever the occasion demands, appoint committees and task forces, and call special meetings at any time necessary upon appropriate advance notification to all members.

E. Duties of the Vice Chair. The Vice Chair shall assist the Chair as directed and shall assume all the obligations and authority of the Chair in the absence of the Chair. The Second Vice Chair (if any) shall assume specific obligations and responsibilities as directed by the Chair and/or Vice Chair, and shall assume all the obligations and authority of the Chair in the absence of the Chair and the Vice Chair.

ARTICLE VI. Meetings

A. Regular meetings. Regular meetings of the Board shall take place the first Thursdays in the months of February, May, August and November starting at 8:30AM in Oakland City Hall.

B. Special meetings. Special meetings of the Board may be called at the discretion of the Chair, in accordance with the Ralph M. Brown Act and the Oakland Sunshine Ordinance.

C. Quorum. A quorum of the Board, the Executive Committee, or any other standing committee of the Board shall consist of at least forty percent (40%) of the actual Board membership. A quorum shall be called for prior to any official business being conducted at the meeting. If there is no quorum at that time, no official action may be taken at that meeting.

D. Voting. All members of the Board, the Executive Committee, or any other standing committee shall have voting privileges on their respective body. Each member of the Board, the Executive Committee, or any other standing committee of the Board shall have one vote with their respective body. A motion shall be passed or defeated by a simple majority of those members present and voting at a meeting where a quorum has been established. Members must attend a meeting to cast a vote. The Board shall not permit absentee or proxy voting at any of its meetings.

E. Parliamentary procedure. The Board may establish rules and procedures for the conduct of its business, as well as the business of the Executive Committee and any other standing committee of the Board. All procedural questions not addressed herein shall be decided in accordance with Rosenberg's Rules of Order, newly revised.

F . Open meetings. All regular and special meetings of the Board, the Executive Committee, and any of its standing committees shall be open to the public, (other than closed sessions as authorized by law), shall be held in facilities accessible to people with disabilities, and shall be held in conformance with the provisions of the Ralph M. Brown Act and the Oakland Sunshine Ordinance as either law may be amended from time to time. The Board may use technology such as phone or web-based meetings only if such meetings conform to the teleconferencing rules set forth in the Ralph M. Brown Act.

G . Transparency. The Board shall conduct its business in an open manner as required by WIOA. This shall include making available to the public, on a regular basis through its website and open meetings, information about the activities of the Board, its Executive Committee, other standing committees, the Local Plan, the list and affiliation of members, the selection of one-stop operators, awards of grants or contracts to providers, minutes of Board meetings, and these Bylaws.

ARTICLE VII. Committees

A. Executive Committee. The Board shall form an Executive Committee as a standing committee of the Board. The Executive Committee shall be comprised of the Chair, the Vice Chair, and up to five (5) other Board members chosen by the Chair to provide appropriate representation of the overall Board membership. The functions and duties of the Executive Committee shall be as follows:

- Helping secure, leverage, and expand resources that support workforce and economic development in the City of Oakland and the greater East Bay region.
 - Developing and presenting potential legislative/advocacy platforms and position statements for consideration by the Mayor, the Oakland City Council, and other elected officials
 - Developing operational and policy objectives for the Board.
 - Deliberating on budget-related matters, and forwarding appropriate recommendations on such matters to the full Board.
 - Approving contracts, expenditures, or budget amendments on behalf of the Board if the contract amount, expenditure, or budget amendment amount is less than \$250,000.
 - Accepting and appropriating funds on behalf of the Board as needed in order to meet funding or programmatic deadlines if the Board is not scheduled to meet in time to meet such deadlines or Board action otherwise is not reasonably possible.
 - Performing such other specific functions as assigned or delegated by the Board or the Mayor.
- Regular meetings of the Executive Committee shall take place the third Fridays in the months of March, June, September, and December starting at 8:30 AM in Oakland City Hall. Special meetings of the Executive Committee may be called at the discretion of the chair of the Executive Committee in accordance with the Ralph M. Brown Act and the Oakland Sunshine Ordinance.

B. Standing committees. The Board may form other standing committees of the Board to provide information and assist the Board in carrying out its responsibilities. Standing committees must be chaired by a Board member, may include other members of the Board, and may include other persons appointed by the Board who are not Board members and have demonstrated experience and expertise as required by WIOA (except for the Executive Committee, which shall be composed only of Board members).

C . Ad hoc committees. The Board Chair may form ad hoc committees on an as-needed basis. An ad hoc committee shall be composed of at least one Board member, and may include other

interested members of the community. The purpose of ad hoc committees will be to address specific issues of immediate concern, and report back to the Board with its recommendations.

ARTICLE VIII.

Member Responsibilities

A. No member of the Board may cast a vote on or participate in a decision-making capacity on the provision of services to be provided by that member or any organization which the member represents, on any matter which would provide a direct financial benefit to such member or a member of his or her immediate family, or on any other matter which would result in the member violating any governmental conflict of interest law or regulation.

B. Any Board member with a conflict of interest on a matter must recuse themselves from any vote of the Board on the matter, must publicly announce such recusal and the nature of his or her conflict of interest, and must refrain from discussing the matter formally or informally with other Board members, either in a meeting or outside a meeting.

C. Board members must adhere to all applicable laws, rules, and regulations, including fulfillment of responsibilities as enumerated in the most up-to-date version of the City of Oakland Public Ethics Commission Handbook for Board and Commission Members.

ARTICLE IX.

Staff

The Board shall receive staff support from the City Administrator of the City of Oakland and his or her designees. The City Administrator shall designate a City employee to act as the Executive Director of the Board. The person selected as Executive Director must have the requisite knowledge, skills, and abilities to meet benchmarks identified by the Board and to assist the Board in carrying out Board functions.

ARTICLE X.

Definitions

All capitalized terms not otherwise defined in these Bylaws shall have the meaning set forth in WIOA.

ARTICLE XI.

Amendments

These Bylaws may be amended by the Mayor through executive order.

Attachment A:

BYLAWS

OAKLAND WORKFORCE DEVELOPMENT BOARD

Adopted by Mayor of the City of Oakland
Executive Order No 2016-01
Issued March 31, 2016

(Amended and restated by the Mayor of the City of Oakland, Executive Order No. 2022-____
issued ~~February~~ July ____, 2022)

ARTICLE I

Name

The name of this organization is the "Oakland Workforce Development Board."

ARTICLE II

Purpose

It shall be the purpose of the Oakland Workforce Development Board, hereinafter referred to as the "Board," to oversee the articulation and implementation of comprehensive workforce development strategies, polices and performance outcomes of the City of Oakland's integrated service delivery system in partnership with the Mayor of the City of Oakland (the "Mayor"). The Board shall act as the local workforce development board for the Oakland area as authorized under the federal Workforce Innovation and Opportunity Act of 2014 and its implementing regulations (together "WIOA").

ARTICLE III

Functions

It shall be the responsibility of the Board to develop policy, provide guidance for, and exercise oversight with respect to activities under Oakland's Local Plan as required under Section 108 of WIOA and such other plans developed by the City of Oakland with respect to workforce development. These responsibilities include, but are not limited to, the following:

- **Local and Regional Plans.** The Board, in partnership with the Mayor, shall develop and submit a comprehensive Local Plan to the Office of the Governor. The Board shall convene local workforce development system stakeholders to assist in development of the Local Plan. The Board, in partnership with the Mayor, shall also collaborate with other local boards and chief elected officials to prepare and submit a Regional Plan to the Office of the Governor.

- **Selection of One-Stop Operator.** The Board, with the agreement of the Mayor, shall designate the One-Stop Operator, and may terminate the eligibility of such One-Stop Operator.
- **Selection of providers of youth services, training services and career services.** The Board shall identify and approve eligible providers of youth services, training services and career services in Oakland. The Board shall ensure that there are sufficient numbers and types of providers of career services and training services serving Oakland that provide services in a manner that maximizes consumer choice and provides opportunities for competitive integrated employment for persons with disabilities.
- **Career pathways.** The Board shall lead efforts with representatives of secondary and postsecondary education programs to develop and implement career pathways in Oakland. The Board shall otherwise coordinate its activities with education and training providers in Oakland.
- **Accessibility for persons with disabilities.** The Board shall annually assess the accessibility of all one-stop centers in Oakland.
- **Workforce research and analysis.** The Board shall carry out research and analysis with respect to economic conditions and workforce needs in the City of Oakland and the Oakland workforce as required by WIOA and as needed to assist in the development and implementation of the Local Plan.
- **Employer engagement.** The Board shall lead efforts to engage with a diverse range of employers in Oakland to promote business representation on the Board, to develop effective linkages to support employer use of the local workforce development system, to ensure that Oakland's workforce investment activities meet the needs of employers and supports economic growth in Oakland, and to develop and implement proven strategies for meeting the needs of Oakland workers and employers. This includes strategies for using technology to maximize the accessibility and effectiveness of the workforce development system.
- **Program oversight and accountability.** The Board, in partnership with the Mayor, shall conduct oversight over workforce investment activities in Oakland and ensure the appropriate use and management of funds provided to Oakland under WIOA and other workforce development programs. This includes negotiation of local performance accountability measures.
- **Budget.** The Board shall develop a budget for the purpose of carrying out its duties consistent with the Local Plan, subject to the approval of the Mayor [and the Oakland City Council](#).

The Board, through its members, officers and staff, shall be responsible for ensuring that its members actively participate in convening stakeholders in Oakland's workforce development

system, brokering relationships with a diverse range of Oakland employers, and leveraging support for Oakland's workforce development activities.

ARTICLE IV Membership

A. Authorized membership. The Board shall be composed of up to twenty-seven (27) members.

B. Appointments. Board members shall be appointed by the Mayor. The Mayor shall issue an appointment letter identifying the person appointed, the category for which the appointment is made, and the commencement and expiration date of the appointment term. The Executive Director shall be responsible for notifying the Mayor and the applicable nominating entities as set forth below as early as possible of a vacancy on the Board in order to ensure a prompt nomination and appointment.

C. Board composition. The Board shall be comprised of members from the following categories:

1. Business representation. The Board shall include at least a majority of members who are representatives of businesses in Oakland. Such members shall be owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. Said members shall represent businesses that provide employment opportunities that includes high-quality, work-relevant training and development in in-demand industry sectors or occupations in Oakland. Business representatives shall be appointed from persons nominated by local chambers and business trade associations pursuant to the nomination process set forth below in Section E "Nomination process" below. ~~the Oakland Metropolitan Chamber of Commerce in consultation with other local chambers and business trade associations pursuant to the nomination process set forth below.~~ To the fullest degree possible, Board appointments shall ensure that business representatives ~~shall~~ represent a cross section of Oakland's small and large business community, and reflect Oakland's geographical, ethnic and gender diversity. At least two (2) business representatives shall be representatives from small businesses in Oakland as defined by the U.S. Small Business Administration.

2. Workforce representation. At least 20 percent of the Board shall consist of members who are representatives of the workforce in Oakland, including the following:

- i. At least two (2) members shall be representatives of labor organizations in Oakland. Labor representatives shall be appointed from persons nominated by the Central Labor Council of Alameda County pursuant to the nomination process set forth below.

- ii. At least one (1) member shall be a representative from a joint labor-management, or union affiliated, apprenticeship program in Oakland. Such representative must be a member of a labor organization or a training director.

iii. If and as needed to meet the 20 percent requirement, the Board shall include other workforce representatives, who may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of veterans, that provide or support competitive integrated employment for persons with disabilities, or that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including organizations that serve out of school youth.

3. Education and training representation. The Board shall include up to two (2) members who are representatives of the workforce in Oakland, including the following:

- i. At least one (1) member shall be a representative from a provider administering adult education and literacy activities under WIOA ~~†~~ Title II.
- ii. At least one (1) member shall be a representative from an institution of higher education providing workforce investment activities, including community colleges. ~~Nominations for the above education and training members shall be solicited from entities providing those activities.~~

Nominations for the above education and training members shall be solicited from at a minimum, the following entities that provide those activities: the Oakland Unified School District and Peralta Community College District.

4. Government, economic development, and community development representation. The Board shall include up to three (3) members who are representatives of governmental, economic and community development entities in Oakland, including the following:

- i. At least one (1) member shall be a representative from an economic and community development entity.
- ii. At least one (1) member shall be a representative from the California Economic Development Department.
- iii. At least one (1) member shall be a representative from ~~a program providing vocational rehabilitation.~~ The State of California Department of Rehabilitation.

5. Additional representation. The Board may include additional members as deemed appropriate by the Mayor and as allowed under WIOA.

D. Prohibitions. The Board may not include members who are either (1) elected public officials, or (2) employees or directors of grantees of Oakland WIOA funds except as required by WIOA.

E. Nomination process.

1. Business representatives. The Board Chair and City Staff shall request local chambers of commerce or other business associations to submit nominees for

consideration as business representatives to the Board. Nominations for the business representative members shall be solicited from at a minimum, the following entities: the Oakland Metropolitan Chamber of Commerce, Oakland African American Chamber of Commerce, Oakland Latino Chamber of Commerce, and Oakland Chinatown Chamber of Commerce. The Mayor, City staff, Board members, local chambers of commerce or other business associations may recommend business representative candidates for the Board. Candidates considered for nomination shall submit their resumes and/or biographies to the Board's Executive Director, who will review the candidates for compliance with this policy and applicable law. The Executive Director shall forward candidates to the Oakland Metropolitan Chamber of Commerce, which shall have the exclusive role of nominating business representatives for the Board. The Oakland Metropolitan Chamber of Commerce shall forward its qualified nominations to the Mayor for his or her consideration for official appointment to the Board.

The Board's Executive Director shall then review the nominees for compliance with this policy and applicable law. Nominees who meet the nomination criteria shall be asked to submit a resume or biography and cover letter expressing interest in serving on the Board, and may be interviewed by the Board's Executive Director or designated staff. The Board's Executive Director shall then forward qualified nominees to the Mayor for his or her consideration for official appointment to the Board.

2. Labor representatives. The Board Chair and City staff ~~will~~ shall request the Central Labor Council of Alameda County and the Alameda County Building Trades Council to submit nominees for consideration as labor representatives to the Board. The Board's Executive Director shall review the nominees for compliance with this policy and applicable law. Nominees who meet the nomination criteria will be asked to submit a resume or biography and cover letter expressing interest in serving on the Board, and may be interviewed~~interviews~~ by the Board's Executive Director or designated staff. ~~The Board's Executive Director~~ The Central Labor Council shall then forward ~~its~~ qualified nominees to the Mayor for his or her consideration for official appointment to the Board.

3. Other representatives. The Mayor, City staff, or Board members, may recommend persons for all other Board positions. The Board's Executive Director shall review nominees for compliance with this policy and applicable law. Appropriate nominees shall then be asked to submit a resume or biography and cover letter expressing interest in serving on the Board, and may be interviewed by the Board's Executive Director or designated Staff. The board's Executive Director shall then forward qualified nominees ~~Nominees shall be forwarded~~ to the Mayor for his or her consideration for official appointment to the Board.

F. Term of office. The term of office for Board members shall be two (2) years, except as specified below with respect to staggered terms. Terms shall start from the date of

commencement of the term as set forth in the appointment letter issued by the Mayor. The term commencement date for the initial appointments to the Board shall be March 31, 2016.

G. Staggered terms. Half of the Board members appointed in 2016 shall serve one-year terms and half shall serve two-year terms, as determined by the Mayor.

H. Mid-term vacancies. If a member is appointed to fill a vacancy created by the termination of a member before the normal expiration of his or her term, the term of the successor shall be the remaining term of the member vacating the position.

I. Term limits. A Board member may serve no more than three (3) consecutive terms; provided that the Mayor may make exceptions to these term limits on a case-by-case basis upon a determination by the Mayor that such an exception will be in the best interests of the City.

J. Holdover. In the event an appointment to fill a vacancy has not occurred by the conclusion of a Board member's term, that member may continue to serve as a Board member during the following term in a holdover capacity, for a period not to exceed one year, to allow for the appointment of a Board member to serve the remainder of said following term.

K. Tenure on Board. Board members shall remain on the Board until:

1. Their term expires, subject to the holdover provisions of these Bylaws;
2. They resign in writing;
3. They no longer hold the status for membership on the Board under which they were appointed, as determined by the Executive Director; ~~or~~
4. They are removed from the Board for cause after a hearing before the Board and a majority vote in favor of removal, and are notified in writing of their removal; or
5. They are removed from the Board for cause by the Mayor, and are notified in writing of their removal.

Among other things, conviction of a felony, misconduct, incompetence, inattention *to* or inability to perform duties, or absence from three (3) consecutive regular meetings or four (4) regular or special meeting absences in any one-year period except on account of illness or by permission of the Board Chair, shall constitute cause for removal.

ARTICLE V. Officers

A. Officers. ~~Officers of the Board shall be a Chair and a Vice Chair.~~ At minimum, officers of the Board shall include a Chair and a Vice Chair, both of whom must be business representatives. The Board may also choose to have a Second Vice Chair, who must also be a business representative.

B. Selection of officers. ~~The Chair and Vice Chair shall be elected from among members of the Board by a majority vote. In the event of a tie vote, a run-off of the two highest candidates shall determine who is elected. The Chair and the Vice Chair must be chosen from business representatives on the Board. Nominees for Officer positions shall be nominated by Board members at a Board meeting, or alternatively, the current Chair may elect to convene a Nominating Committee to recommend nominees for Officer positions. Officers shall be elected from among members of the Board by a majority vote. In the event of a tie vote, a run-off of the two highest candidates shall determine who is elected.~~

C. Terms. The term of office for Chair and Vice Chair shall be ~~one~~ two years. If the office of the Chair becomes vacant during a term, the Board shall choose a new Chair for the remainder of the term, and the Vice Chair shall act as Chair pending election of the new Chair. If the office of the Vice Chair becomes vacant during a term, the Board shall choose a new Chair for the remainder of the term, ~~and the Second Vice Chair (if any) shall act as Vice Chair pending election of the new Vice Chair~~

D. Duties of the Chair. The Chair shall preside at all meetings of the Board, represent the Board whenever the occasion demands, appoint committees and task forces, and call special meetings at any time necessary upon appropriate advance notification to all members.

E. Duties of the Vice Chair. The Vice Chair shall assist the Chair as directed and shall assume all the obligations and authority of the Chair in the absence of the Chair. The Second Vice Chair (if any) shall assume specific obligations and responsibilities as directed by the Chair and/or Vice Chair, and shall assume all the obligations and authority of the Chair in the absence of the Chair and the Vice Chair.

ARTICLE VI. Meetings

A. Regular meetings. Regular meetings of the Board shall take place the first Thursdays in the months of February, May, August and November starting at 8:30AM in Oakland City Hall.

B. Special meetings. Special meetings of the Board may be called at the discretion of the Chair, in accordance with the Ralph M. Brown Act and the Oakland Sunshine Ordinance.

C. Quorum. A quorum of the Board, the Executive Committee, or any other standing committee of the Board shall consist of at least ~~forty~~ 40 percent (40%) of the actual Board membership. A quorum shall be called for prior to any official business being conducted at the meeting. If there is no quorum at that time, no official action may be taken at that meeting.

D. Voting. All ~~Board~~ members of the Board, the Executive Committee, or any other standing committee shall have voting privileges on their respective body. Each member of the Board, the Executive Committee, or any other standing committee of the Board shall have one vote with their respective body. A motion shall be passed or defeated by a simple majority of those members present and voting at a meeting where a quorum has been established. Members must attend a meeting to cast a vote. The Board shall not permit absentee or proxy voting at any of its meetings.

E. Parliamentary procedure. The Board may establish rules and procedures for the conduct of its business, as well as the business of the Executive Committee and any other standing committee of the Board. All procedural questions not addressed herein shall be decided in accordance with Rosenberg's Rules of Order, newly revised.

~~**F. Conflicts of interest.** No member of the Board shall cast a vote on or participate in a decision-making capacity on the provision of services to be provided by that member or any organization which the member represents, on any matter which would provide a direct financial benefit to such member or a member of his or her immediate family, or on any other matter which would result in the member violating any governmental conflict of interest law or regulation. Any Board member with a conflict of interest on a matter shall recuse themselves from any vote of the Board on the matter, shall publicly announce such recusal, and shall refrain from discussing the matter formally or informally with other Board members, either in a meeting or outside a meeting.~~

FG. Open meetings. All regular and special meetings of the Board, the Executive Committee, and any of its standing committees shall be open to the public, (other than closed sessions as authorized by law), shall be held in facilities accessible to people with disabilities, and shall be held in conformance with the provisions of the Ralph M. Brown Act and the Oakland Sunshine Ordinance as either law may be amended from time to time. The Board may use technology such as phone or web-based meetings only if such meetings conform to the teleconferencing rules set forth in the Ralph M. Brown Act.

GH. Transparency. The Board shall conduct its business in an open manner as required by WIOA. This shall include making available to the public, on a regular basis through its website and open meetings, information about the activities of the Board, its Executive Committee, and ~~its other standing committees~~, the Local Plan, the list and affiliation of members, the selection of one-stop operators, awards of grants or contracts to providers, minutes of Board meetings, and these Bylaws.

ARTICLE VII. Committees

A. ~~Standing committees~~ Executive Committee. The Board ~~shall~~ may form an Executive Committee ~~as a standing committees of the Board, to provide information and assist the Board in carrying out its responsibilities. Standing committees must be chaired by a Board member, may include other members of the Board, and must include other persons appointed by the Board who are not Board members and have demonstrated experience and expertise as required by WIOA.~~

The Executive Committee shall be comprised of the Chair, the Vice Chair, and up to five (5) other Board members chosen by the Chair to provide appropriate representation of the overall Board membership. The functions and duties of the Executive Committee shall be as follows:

- Helping secure, leverage, and expand resources that support workforce and economic development in the City of Oakland and the greater East Bay region.
 - Developing and presenting potential legislative/advocacy platforms and position statements for consideration by the Mayor, the Oakland City Council, and other elected officials
 - Developing operational and policy objectives for the Board.
 - Deliberating on budget-related matters, and forwarding appropriate recommendations on such matters to the full Board.
 - Approving contracts, expenditures, or budget amendments on behalf of the Board if the contract amount, expenditure, or budget amendment amount is less than \$250,000.
 - Accepting and appropriating funds on behalf of the Board as needed in order to meet funding or programmatic deadlines if the Board is not scheduled to meet in time to meet such deadlines or Board action otherwise is not reasonably possible.
 - Performing such other specific functions as assigned or delegated by the Board or the Mayor.
- Regular meetings of the Executive Committee shall take place the third Fridays in the months of March, June, September, and December starting at 8:30 AM in Oakland City Hall. Special meetings of the Executive Committee may be called at the discretion of the chair of the Executive Committee in accordance with the Ralph M. Brown Act and the Oakland Sunshine Ordinance.

B. Standing committees. The Board may form other standing committees of the Board to provide information and assist the Board in carrying out its responsibilities. Standing committees must be chaired by a Board member, may include other members of the Board, and may include other persons appointed by the Board who are not Board members and have demonstrated experience and expertise as required by WIOA (except for the Executive Committee, which shall be composed only of Board members).

CB. Ad hoc committees. The Board Chair may form ad hoc committees on an as-needed basis. An ad hoc committee shall be composed of at least one Board member, and may include other interested members of the community. The purpose of ad hoc committees will be to address specific issues of immediate concern, and report back to the Board with its recommendations.

ARTICLE VIII.

Member Responsibilities~~Staff~~

A. No member of the Board may cast a vote on or participate in a decision-making capacity on the provision of services to be provided by that member or any organization which the member represents, on any matter which would provide a direct financial benefit to such member or a member of his or her immediate family, or on any other matter which would result in the member violating any governmental conflict of interest law or regulation.

B. Any Board member with a conflict of interest on a matter must recuse themselves from any vote of the Board on the matter, must publicly announce such recusal and the nature of his or her conflict of interest, and must refrain from discussing the matter formally or informally with other Board members, either in a meeting or outside a meeting.

C. Board members must adhere to all applicable laws, rules, and regulations, including fulfillment of responsibilities as enumerated in the most up-to-date version of the City of Oakland Public Ethics Commission Handbook for Board and Commission Members.

~~The Board shall receive staff support from the City Administrator of the City of Oakland and his or her designees. The City Administrator shall designate a City employee to act as the Executive Director of the Board. The person selected as Executive Director must have the requisite knowledge, skills, and abilities to meet benchmarks identified by the Board and to assist the Board in carrying out Board functions.~~

ARTICLE IX.
Definitions**Staff**

~~All capitalized terms not otherwise defined in these Bylaws shall have the meaning set forth in WIOA. The Board shall receive staff support from the City Administrator of the City of Oakland and his or her designees. The City Administrator shall designate a City employee to act as the Executive Director of the Board. The person selected as Executive Director must have the requisite knowledge, skills, and abilities to meet benchmarks identified by the Board and to assist the Board in carrying out Board functions.~~

ARTICLE X.
Definitions

All capitalized terms not otherwise defined in these Bylaws shall have the meaning set forth in WIOA.

ARTICLE XI.
Amendments

These Bylaws may be amended by the Mayor through executive order.

**Oakland Workforce Development Board
2022 Meeting Calendar
1 Frank Ogawa Plaza, Hearing Room 4 – 8:30 am-11:00 am**

Thursday - February 3, 2022	Regular Meeting
Friday - March 18, 2022	Executive Committee Meeting
Thursday - May 5, 2022	Regular Meeting
Friday - June 17, 2022	Executive Committee Meeting
Thursday - August 4, 2022	Regular Meeting
Friday - September 16, 2022	Executive Committee Meeting
Thursday - November 3, 2022	Regular Meeting
Friday - December 16, 2022	Executive Committee Meeting

Dates and time subject to change