



**OAKLAND  
WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING**

**Friday, September 19, 2025**

9:00 a.m. – 11:00 a.m.

Hearing Room #4

Oakland City Hall





Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [hlindsay@oaklandca.gov](mailto:hlindsay@oaklandca.gov). or call (510) 238-3474 or (510) 238-3254 for TDD/TTY five days in advance.

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**OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)**

**EXECUTIVE COMMITTEE MEETING NOTICE**

**Friday, September 19, 2025**

9:00 a.m. – 11:00 a.m.

Hearing Room 4

Oakland City Hall

One Frank H. Ogawa Plaza

**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:

<https://us06web.zoom.us/j/82178019834?pwd=Xdc6mmyRLFbXHJuGpZPhMGrBVudvAw.1> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-joining-a-Meeting>

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**COMMENT:**

**Public comment is not available for remote participation at this time. If you would like to comment on an item remotely, please submit written comments 24 hours in advance by email to [owdb@oaklandca.gov](mailto:owdb@oaklandca.gov) or appear in person.**

If you have any questions, please email: [owdb@oaklandca.gov](mailto:owdb@oaklandca.gov)

**OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)**

**EXECUTIVE COMMITTEE MEETING NOTICE**

City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA

**Hearing Room 4**

Friday, September 19, 2025

9:00 a.m. – 11:00 a.m.

**AGENDA**

*Members of the public wishing to address the Board on issues shall complete a Speakers Card. 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. Issues that the public wishes to address that are not published on the agenda will be heard during the Public Forum section. You will have 2-minutes to speak on the item.*

**I. PROCEDURAL ITEMS**

- a. Call to Order and Roll Call
- b. Chair Remarks
- c. Approval of Minutes (Action) – June 20, 2025

**II. ACTION ITEMS**

- a. Approve Funding Recommendations for 2025-26 WIOA Program

**III. INFORMATIONAL ITEMS**

- a. 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 EXECUTIVE COMMITTEE MEETING**

**FRIDAY, DECEMBER 19, 2025**

**9:00 AM-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.*

## Executive Committee Meeting

Friday, June 20, 2025

8:30 AM – 11:30 AM

### MINUTES

The meeting was called to order by Chair Kimberly Hargrove at 8:31.

#### Roll Call

September Hargrove, Lee McMurtray, Jason Gumataotao, Kalpana Oberoi, Louis Quindlen, Kim Jones  
(Quorum Established)

**Excused:** Kalpana Oberoi

Members of the public who wish to address the board on items noticed on the agenda, should complete a speaker card before the agenda item is discussed. Each speaker will have two minutes to speak on the item. Staff will be keeping time and will notify you when your two minutes are complete. Public comment is not available for remote participation. The public may address, items not published on the agenda, during the Public Forum section at the end of the meeting.

#### APPROVAL OF MINUTES – ACTION

Chair September Hargrove requested a motion to approve the April 11, 2025, Meeting minutes.

Board Member Jason Gumataotao moved Board Member Kim Jones second to approve.

**Motion Passed:** Kim Jones, Louis Quindlen, Jason Gumataotao, Lee McMurtray, September Hargrove.

Ayes -5-

Noes -0-

#### ITEM. II.a – ACTION

##### Revised Training Advance Pay Management Policy – Compliance Update and Response to Prior EDD Finding

**RECOMMENDATION** Staff recommends that the Oakland Workforce Development Board (OWDB) adopt the revised Training Advance Pay Management Policy as presented, effective July 1, 2025. Adoption of this policy will address previous state monitoring findings, reinforce internal fiscal controls, and provide a compliant framework for the use of training advances by OWDB service providers.

*Staff Member Lindsey* provided background on the item, stating that a revision was prompted by findings from a prior state monitoring review, which identified concerns related to the use of cash advances, excess cash, that we request for immediate needs. In response the policy was revised in consultation with EDD Compliance Review Office, those comments have been incorporated, the updated policy is now aligned with federal standards.

*Sofia Navarro Executive Director to the Board* added that although the board approved the policy in 2024, both EDD and the Controller's Office emphasized the importance of ensuring the policy language will make providers aware of changes and understand their accountability.

#### Public Comment:

Richard de Jauregui Oakland Private Industry Council (OPIC)

**Board Member Louis Quindlen** inquired if a vendor becomes noncompliant with contract guidelines and then requests additional funding. He also inquired if the WIOA funding is secure for projected programs.

**Staff Member Lindsey** referred to the guidelines under Management of Advanced Funds page #18 of the agenda.

**Sofia Navarro Executive Director to the Board** confirmed that FY 2025-2026 WIOA funds are secure.

**Chair September Hargrove** inquired about the process of monitoring of funds and asked whether safeguards are in place to ensure against any misappropriation of funds, she inquired how is staff accessing financial stability and what justification is required for providers, when requesting additional funding.

**Staff Member Lindsey** stated that fiscal and program monitoring is conducted annually for all providers to ensure they are compliant, including a Reconciliation of funds and an audit provided by the Controller's Fiscal division. Should there be any challenges staff will bring them forward to the board.

**Chair September Hargrove** requested a motion

**Board Member Louis Quindlen** moved **Board Member Kim Jones** second

**Motion Passed:** September Hargrove, Lee McMurtray, Jason Gumataotao, Louis Quindlen, Kim Jones

**Ayes -5-**

**Noe -0-**

### **III. INFORMATIONAL ITEMS**

#### **a. Ad-Hoc Committee Updates**

The ad-hoc leads and committee members gave updates on the OWDB strategic priorities.

#### **Improved Collaboration Coordination and Alignment:**

Lead Vice Chair Lee McMurtray stated that the OWDB currently has three vacant seats, one labor seat and two business seats. He noted that the next ad-hoc meeting will be held following the August board meeting: committee members: Megan Nazareno, Tatiana Newman -Wade, Sofia Navarro, David Dias.

#### **Funding Agility**

Lead Sofia Navarro: committee members: September Hargrove, Kim Jones, Honorata Lindsey

#### **Business Engagement**

Lead Jason Gumataotao, committee members: September Hargrove, Kim Jones, David Dias, Mike Wetzel

#### **Data Integrity**

Lead Louis Quindlen, committee members: Aaron Johnson, Mike Wetzel, Quinallison Dovey, Honorata Lindsey

### **III. INFORMATIONAL ITEMS**

#### **b. OWDB Regular and Executive Meeting Schedule**

Staff expressed a preference for a later start time to improve community accessibility and participation. Staff requested that the board consider adjusting the start time of the Executive Committee and the Regular Full Board Meetings from 8:30 a.m. to 9:00 a.m. The executive committee members agreed to present the recommendation for presentation to the Regular Full Board at the next meeting in August.

### **IV. Public Forum:**

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

Michele Clark The Youth Employment Partners (YEP)

Richard de Jauregui Oakland Private Industry Council (OPIC)

### **V. STAFF REPORTS: None**

**VI. ANNOUNCEMENTS:**

Richard de Jauregui shared information regarding a project with Live Free USA, Pastor Mike McBride Executive Director is leading the efforts to establish funding for a new program to clean up the City of Oakland called” Oakland is Hella Clean” the program will enhance employment for youth and adult participants, the program has raised 100,000.00 in private funds and are soliciting additional funds interest to provide funding to program independent program series of stipends for youth and adults.

**VII. CLOSING REMARKS & ADJOURNMENT**

Meeting was adjourned at 9:40 a.m.

**NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING**

**Friday, September 19, 2025**

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## ITEM.II.a. - ACTION

**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: September 19, 2025**  
**Re: Funding Recommendations for 2025-26 WIOA Program**

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### RECOMMENDATION

That the Executive Committee forward staff's recommendation to the full Board to allocate the FY 2025–26 WIOA funding increase of approximately \$1.4 million as follows:

- 50% (\$698,342) of the increase, of which, \$584,109 (Adult, DW and Youth) is distributed to service providers and \$114,243 (Rapid Response) is retained in-house;
- 35% (\$488,419) reserved for new contracts in the next Request For Proposal (RFP) cycle FY 2026-2029;
- 15% (\$209,294) for contingency and system capacity-building

### EXECUTIVE SUMMARY

The State of California released planning estimates for FY 2025–26, resulting in a net increase of approximately \$1.4 million to the City of Oakland's WIOA allocation (from \$3.45M to \$4.85M). This increase includes:

- Adult: +\$419,842
- Dislocated Worker: +\$361,718
- Youth: +\$386,654
- Rapid Response: +\$228,469 (retained in-house)

This report provides options for allocating these increases, including adjustments to service provider contracts, a set-aside for new contracts, and contingency for system capacity building.

### ANALYSIS AND POLICY ALTERNATIVES

Staff recommends the following approach:

1. Apply 50% of the increase in Adult, Dislocated Worker and Youth funds as proportional inflationary adjustments to existing service provider contracts to cover increased costs such as staffing costs, rent, insurance, and other without reducing participant services. Be advised that the Rapid Response portion of these funds are retained in-house to support employer engagement, WARN response, layoff aversion, worker orientations, and required reporting/coordination activities. (\$698,342)

**Table 1: Proposed Increases to Service Provider Contracts**

<b>WIOA Adult</b>				
<b>Service Provider</b>	<b>FY25-26 Contract</b>	<b>Proportional Increase (50%)</b>	<b>Proportional %</b>	<b>Flat Increase (50%)</b>
Lao Family	\$153,741	\$28,398	13.53%	\$41,984
Mandela Partners	\$135,000	\$24,936	11.88%	\$41,984
OPIC (Comprehensive + Affiliate AJCC)	\$579,586	\$107,056	51.00%	\$41,984
Swords to Plowshares	\$114,410	\$21,133	10.07%	\$41,984
Unity Council	\$153,741	\$28,398	13.53%	\$41,984
<b>TOTAL</b>	<b>\$1,136,478</b>	<b>\$209,921</b>	<b>100%</b>	<b>\$209,920</b>
<b>WIOA Dislocated Worker</b>				
<b>Service Provider</b>	<b>FY25-26 Contract</b>	<b>Proportional Increase (50%)</b>	<b>Proportional %</b>	<b>Flat Increase (50%)</b>
Lao Family	\$147,941	\$27,572	15.24%	\$45,215
OPIC (Comprehensive + Affiliate AJCC)	\$564,391	\$105,186	58.16%	\$45,215
Swords to Plowshares	\$110,157	\$20,530	11.35%	\$45,215
Unity Council	\$147,941	\$27,572	15.24%	\$45,215
<b>TOTAL</b>	<b>\$970,430</b>	<b>\$180,860</b>	<b>100%</b>	<b>\$180,860</b>
<b>WIOA Youth</b>				
<b>Service Provider</b>	<b>FY25-26 Contract</b>	<b>Proportional Increase (50%)</b>	<b>Proportional %</b>	<b>Flat Increase (50%)</b>
Genesys Works	\$178,550	\$29,292	15.15%	\$38,665
Lao Family	\$249,970	\$41,009	21.21%	\$38,665
Unity Council	\$249,970	\$41,009	21.21%	\$38,665
YEP	\$249,970	\$41,009	21.21%	\$38,665
Youth Uprising	\$249,970	\$41,009	21.21%	\$38,665
<b>TOTAL</b>	<b>\$1,178,430</b>	<b>\$193,328</b>	<b>\$1</b>	<b>\$193,325</b>

- Reserve 35% for new contracts in the next RFP cycle. The Board is provided the flexibility to fund eligible providers under the upcoming RFP, expanding the range of services available to jobseekers and employers. This set-aside ensures that the Board has the resources to bring on service providers through the competitive procurement process and ensuring that the majority of the new funds remain dedicated to direct services. (\$488,419)
- Dedicate 15% to contingency and system capacity building. EDD allows this flexibility in WSD16-16 (Allowable Uses of WIOA Funds) - confirms that system-building activities such as staff development and coordination are allowable; WSD19-06 (Financial Reporting Requirements) - permits local boards to establish contingency or reserve accounts if expenditures remain tied to WIOA objectives; and WSD24-09 (Local Area Designation and Board Certification for PY 2025–27) - outlines the responsibility of boards to oversee and invest in system capacity. This set-aside provides a small cushion against future reductions, audit findings, or compliance issues, while also investing in professional development, technical assistance, financial management improvements, and convening. This reserve also positions the OWDB to respond to emerging federal priorities under WIOA reauthorization, while maintaining local flexibility. (\$209,294)