



**OAKLAND
WORKFORCE DEVELOPMENT BOARD
REGULAR FULL BOARD MEETING**

Thursday, August 7, 2025

8:30 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. 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)

REGULAR FULL BOARD MEETING

August 7, 2025
8:30 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/89398087531?pwd=GVXgkyEubNnNUadltAoTPMX5T4tIEs.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 or appear in person.

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

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

REGULAR FULL BOARD MEETING

City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA
Hearing Room 4

Thursday August 7, 2025
8:30 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) – May 1, 2025

II. INTRODUCTION NEW MEMBERS

- a. Becky Opsata (Education – Laney College)
- b. Monica Morris Satterfield (Business – Kaiser Permanente)

III. ACTION ITEMS

- a. Approve Updated Advance Payment Training Policy
- b. Approve Updating Bylaws - Time Change

IV. INFORMATIONAL ITEMS

- a. OWDB FY 25-26 Budget Update
- b. Key Features and Elements of FY 26-28 OWDB Request for Proposals
- c. Ad-Hoc Committee Updates

V. PUBLIC FORUM

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

VI. STAFF REPORTS

- a. David Dias – Oakland Forward

VII. ANNOUNCEMENTS

VIII. CLOSING REMARKS & ADJOURN

NEXT SCHEDULED FULL BOARD MEETING

THURSDAY, NOVEMBER 6, 2025

8:30 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.

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

**Regular Full Board Meeting
Thursday, May 1, 2025
8:30 AM – 11:30 AM**

MINUTES

The meeting was called to order by Chair September Hargrove at 8:44 a.m.

ROLL CALL

September Hargrove, Lee McMurtray, Jason Gumataotao, Della Randolph, Kalpana Oberoi, Ching Wang, Pete May, Aaron Johnson, Louis Quindlen, Kim Jones, Tatiana Newman-Wade, Megan Nazareno. (Quorum Established)

Excused: Pete May

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 minutes for February 6, 2025.

Board Member Ching Wang noted corrections.

Board Member Louis Quindlen moved Board Member Aaron Johnson second to accept with notation of corrections.

Motion Passed September Hargrove, Lee McMurtray, Jason Gumataotao, Della Randolph, Kalpana Oberoi, Ching Wang, Aaron Johnson, Louis Quindlen, Kim Jones, Tatiana Newman-Wade, Megan Nazareno.

Ayes: 11

Nos: 0

ITEM II a.- ACTION

Authorize Golden State Works Grant to Center for Employment Opportunities, Inc.

Chair September Hargrove read the recommendation to Authorize a Golden State Works Grant to Center for Employment Opportunities, Inc. In An Amount Not to Exceed Three Million Seven Hundred Fifty-Eight Thousand Six Hundred Thirty Dollars (\$3,758,630) For the Term of July 1, 2025, to June 30, 2026, To Provide Transitional Employment and Supportive Employment Services to Oakland Residents on Parole.

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

Sofia Navarro Executive Director of the Board provided the content of The Golden State grant \$11.8 million, is a three-year contract from the California Department of Corrections and Rehabilitation and Caltrans. The grant will transition from the Department of Violence Prevention to Workforce beginning July 1, 2025 – June 30, 2026. A one-year amendment is requested to ensure a seamless transition, with the remaining two years to be brought before council. The contract is managed by the Center for Employment Opportunities. The focus is to provide transitional jobs for litter abatement for formerly incarcerated participants.

Public Comment: None

Board Member Della Randolph inquired about success stories and how the participants benefit from the program?

Board Member Kim Jones questioned if participants were permanently placed in CalTrans jobs? Or are participants placed somewhere else?

Board Member Ching Wong stated that the program's outcomes did not meet established targets despite an increase in annual funding, what are the reasons for not meeting the target?

Board Member Louis Quindlen inquired as to the average wage for participants, upon program completion.

Board Member Megan Nazareno asked what is the referral process from Alameda County Probation Department.

Board Member stated that the program has failed to meet its minimum performance what are the consequences for not meeting the benchmarks? In what ways these shortcomings might impact the OWDB?

Karen Cox Program Operations Manager Center for Employment Opportunities provided background, history, and success stories.

Chair September Hargrove requested a motion.

Board Member Della Randolph moved **Board Member Louis Quindlen** second to accept the contract.

Motion Passed: September Hargrove, Lee McMurtray, Jason Gumataotao, Della Randolph, Kalpana Oberoi, Ching Wang, Aaron Johnson, Louis Quindlen, Kim Jones, Tatiana Newman-Wade, Megan Nazareno.

Ayes: 11

Nos: 0

ITEM II b. ACTION-
Approve FY 2025-26 OWDB Budget and Contracts

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

Staff Honorata Lindsay presented a PowerPoint presentation requesting, board to approve 2025-26 Workforce Development Budget, Accept and appropriate \$11.3M, approve \$760,000.00, carryover unspent funds FY-2024-25 into the 2025-26 FY, and authorize extending grant agreements with service providers. the presentation continued with 2024-2025 Budget recap, 2025-2026 Budget Snapshot, Comparative Analysis, Funding Breakout by Source, Programmatic Impact, Approval of Contracts, Alignment with OWDB Strategic Priorities, and Next Steps. Staff noted corrections to the budget and resolve.

Public Comment: None

Sofia Navarro Executive Director of the Board added that due to the loss of general funds the OWDB was unable to allocate additional funding to providers for summer job programs, because of this funding reduction the Day Labor program will not continue beyond July 2025.

Board Member Kim Jones requested clarification on the contract extension carryover, is the request to carryover unspent funds, from this year's budget 2025 into next year 2026?

Board Member Megan Nazareno inquired how much did the service providers spend down from last fiscal year, specifically without receiving any additional funding from their contract, what is the intervention process? What steps are taken when providers are not on track? When does staff step in during the contract year to monitor plan?

Board Member Aaron Johnson stated there is a 19% administrative overhead, he requested clarification on how this aligns with the overall budget. He stated that he would like to see key performance indicators included in the budget, a simple matrix, how are providers performing, how many jobs are being created, how the money is being used, additionally, there is an unallocated amount of \$645,000.00 clarify what this funding is intended for and why it remains unassigned.

Chair September Hargrove asked if there is any resolve with the workforce funding tied to measure NN?

Sofia Navarro Executive Director of the Board stated that Workforce Measure NN previously Measure Z, isn't a funding that Workforce receives directly. typically, the funding goes to the Department of Violence and Prevention and other departments, DVP will then allocates the funds.

Chair September Hargrove emphasized the importance of providing accurate and timely reporting information to ensure board members, can make informed decisions, she suggested that staff allocate additional time to prepare for meetings to avoid future errors. She stated that a review of the current process to identify and address any gaps to prevent similar issues moving forward.

Board Member Jason Gumataotao inquired about the Source of revenue for West Oakland Job Resource Center Army base billboard, \$345,615.00. explain what this is used for?

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

Sofia Navarro Executive Director of the Board stated that the policy was created many years ago and that the grant goes to the WOJRC a policy from years ago, stated that revenue generated from billboards at the army base are to go to the WOJRC, they provide workforce services, especially employers that are based at the army base.

Board Member Ching Wong if the City's budget will impact WIOA funding.

Sofia Navarro Executive Director of the Board stated that it shouldn't those dollars aren't impacted.

Chair September Hargrove requested a motion to accept the budget.

Board Member Jason Gumataotao moved **Board Member Ching Wong** second to accept the budget and contracts FY 2025-26 including the corrections to budget and resolve.

Motion Passed: September Hargrove, Lee McMurtray, Jason Gumataotao, Della Randolph, Kalpana Oberoi, Ching Wang, Aaron Johnson, Louis Quindlen, Kim Jones, Tatiana Newman-Wade Megan Nazareno.

Ayes: 11

Nos: 0

ITEM II c. ACTION - Approve OWDB Strategic Priorities Ad-Hoc Committees

Sofia Navarro Executive Director of the Board provided background.

Ad-Hoc committees were established by the executive board committee to be led by executive members who will focus on the strategic priorities:

Improved Collaboration Coordination and Alignment

Chaired by V-Chair Lee McMurtray, Board Member Megan Nazareno, Board Member Tatiana Newman-Wade.

Funding Agility

Chaired by Chair September Hargrove, Board Member Kim Jones, Sofia Navarro.

Business Engagement

Chaired by Board Member Jason Gumataotao, Board Member September Hargrove, Board Member Kim Jones,

Data Integrity

Chaired by Board Member Louis Quindlen, Board Member Aaron Johnson

Composed of 2-4 members, group can consist of others that are not board members, the ad-hoc committees will report back to the Regular Full Board.

Public Comment: None

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

Chair September Hargrove requested a motion to adopt.

Board Member Della Randolph moved Board Member Louis Quindlen second to approve formation of Ad-Hoc committee.

Motion Passed: September Hargrove, Lee McMurtray, Jason Gumataotao, Della Randolph, Kalpana Oberoi, Ching Wang, Aaron Johnson, Louis Quindlen, Kim Jones, Tatiana Newman-Wade Megan Nazareno.

Ayes: 11

Nos: 0

III. INFORMATIONAL ITEMS a. Economic Development Action Plan

Christy Johnston Deputy Director of Business Development presented a PowerPoint on the Economic Development Action Plan Framework for Oakland, the presentation included role of EWDD, stakeholders, Inclusive Engagement Plan, Strategic Actions, Build Oakland's Workforce, Employment 2010-2023, Employment Sectors 2023, Oakland Residential Profile 2023.

A motion was moved and accepted that Board Member Jason Gumataotao to continue meeting as board Chair.

III. INFORMATIONAL ITEMS b. Directors Report

Sofia Navarro Executive Director of the Board provided an update on board recruitment, she reached out to the mayor's office for small business referral, board renewal letters, and board term letters have been distributed, the Local Plan is complete the Regional Plan will be emailed to board and the mayor's budget proposal to be announced today 5/1/25.

IV. PUBLIC FORUM:

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

Anita Kassem-Anver, International Rescue Committee (IRC) Oakland
Raya Zion, Laney College

V. STAFF REPORTS: None

VI. ANNOUNCEMENTS: None

VIII. CLOSING REMARKS & ADJOURNMENT

Chair Jason Gumataotao adjourned at 11:10 a.m.

NEXT SCHEDULED REGULAR FULL BOARD MEETING
Thursday, August 7, 2025
Hearing Room #4
8:30 AM-11:00 AM



Dr. Becky Opsata

Dr. Becky Opsata has worked thirty years in higher education, first as a faculty member and then in administration. She currently serves as the Acting President at Laney College, where she worked collaboratively on equity projects such as the Free College initiative, strategic planning, and instructional processes. Before coming to the Peralta District, Becky worked for fifteen years at Diablo Valley College as the Dean of Institutional Effectiveness and as a faculty member in Communication Studies.

Becky earned a Ph.D. from the University of Southern California Annenberg School for Communication, a master's degree from Kansas State University, and an undergraduate degree from Macalester College in St. Paul, Minnesota. Originally from Minnesota, Becky is now a committed Californian who enjoys travel in her spare time.

Monica Morris Satterfield Bio



Monica Morris Satterfield is a Senior Human Resources Business Partner and a member of the Enterprise HR Leadership Team at Kaiser Permanente. In this role, she serves as a strategic advisor to leaders on the National Executive Team (NET), providing counsel on the development and execution of people strategies, policies, and programs. She also leads and supports complex human resources initiatives across the enterprise.

Monica joined Kaiser Permanente in 2003 and has held several national and regional leadership roles. Most recently, she served as Senior Director of HR Strategy Design for National Workforce Planning and Development within the National Labor Relations and the Office of Labor Management Partnership. In that capacity, Monica led the design and implementation of career development and mobility programs, including career pathways, education and training initiatives, and workforce planning solutions. Her team oversaw three integrated workstreams: Workforce Planning & Development Consulting, National Tuition Reimbursement Administration, and Education Trust Funds.

Monica is a recognized leader in strategy, workforce development, and labor relations. Under her leadership, the Ben Hudnall Memorial Trust and the SEIU-UHW Joint Employer Education Fund achieved record-high utilization, helping Kaiser Permanente employees gain new skills, degrees, and certifications to grow their careers.

She brings more than 25 years of experience in human resources across healthcare, technology, and higher education, with deep expertise in workforce planning, talent development, and labor management partnerships. Monica holds a master's degree in Organization Development from the University of San Francisco and a bachelor's degree in Sociology from the University of California, Davis.

Outside of work, Monica enjoys spending time with her husband, their 9-year-old daughter, and 7-year-old twin sons. She also enjoys baking and traveling.



ITEM III.a. - ACTION



CITY OF OAKLAND
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
OAKLAND WORKFORCE DEVELOPMENT BOARD

DIRECTIVE No: 24-001
EFFECTIVE: July 1, 2024
SUBJECT: Management of Training Funds by Service Providers

PURPOSE

This policy establishes the guidelines under which service providers contracted by the Oakland Workforce Development Board (OWDB) may request and manage ~~and receive~~ advances payment of training dollars on behalf of the OWDB, in alignment with federal regulations and local workforce needs.

SCOPE

This policy applies to all service providers who are contracted by the OWDB to manage WIOA-funded training activities, including but not limited to Individual Training Accounts (ITAs), On-the-Job Training (OJT) contracts, customized training, and cohort-based training programs.

POLICY

Advance payments that align with federal and state requirements per CFR 200.305 (b)(1)- can be granted and will be subject to enhanced monitoring by OWDB staff. Service providers contracted by the OWDB may be authorized to manage and receive advances of training funds under the following conditions:

Advance Payments

1. **Eligibility for Advances:**

Service providers may request advance payments for training dollars based on demonstrated need, the type of training program, and the overall budget allocation. Advance payments must align with federal and state requirements. Advances can be provided for ITAs, OJT contracts, customized training, and cohort-based training programs. [WIOA Sec. 134(c)(3)(A), 20 CFR 680.330]

Subrecipients considered high-risk and those who have failed to meet OWDB requirements for prior advances should not be considered eligible for advance payments.

2. Request Process:

Service providers must submit a formal request for advance payment utilizing the OWDB Training Payment Advance Request Form, including a detailed justification, budget, and proposed payment schedule. Requests should be submitted to the OWDB Executive Director for review and approval. Advance payments to a recipient or subrecipient must be limited to the minimum amounts needed and be timed with actual, immediate cash requirements of the recipient or subrecipient in carrying out the purpose of the approved program or project. [20 CFR 683.200, 2 CFR 200.305(b)(1)]

3. Approval and Disbursement:

Advances will be approved based on the provider's financial stability, past performance, and the alignment of the requested advance with the OWDB's strategic goals. Approved advances will be disbursed based on the payment schedule outlined in the service provider's contract. [20 CFR 683.295]

4. Disbursement and Use of Funds:

All approved advance payments must be expended by the service provider within three to four working days of receipt to avoid excess cash on hand, as defined by the U.S. Department of Labor and the California Employment Development Department. [2 CFR 200.305(b)(1); WSD16-17]

~~In limited cases, OWDB may allow a longer disbursement period if the service provider submits a written justification outlining a specific disbursement timeline and rationale (e.g., vendor invoice payment schedule). Any extension must be approved in advance by OWDB and documented in the provider's contract file. OWDB will continue to monitor to ensure funds are used in alignment with the justification provided and within a reasonable timeframe.~~

5. Written Procedures and Financial Systems:

Service providers receiving advance payments must maintain:

- Written procedures that minimize the time elapsing between the transfer and disbursement of funds;
- Financial management systems that ensure fund control, accountability, timely reconciliation, and compliance with federal requirements. [2 CFR 200.305(b)(1)]

To ensure these requirements are met, service providers must submit their written cash management procedures and relevant financial policies as part of each advance payment request. OWDB staff will review these documents to confirm that the provider's financial management systems meet applicable federal standards. Certification alone will not be sufficient, the OWDB must verify and approve written procedures and internal controls prior to

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disbursing any advance. These reviews will also be incorporated into OWDB's ongoing fiscal monitoring.

6. Banking Requirements:

Advance payments must be deposited and maintained in insured accounts, when feasible, and managed to minimize idle cash. [2 CFR 200.305(b)(7)]

Management of Advanced Funds

1. Fund Allocation:

Service providers must allocate advanced funds in accordance with the approved budget and payment schedule. They are responsible for ensuring that funds are used appropriately and in compliance with WIOA regulations. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.285]

2. Documentation:

Service providers must maintain detailed records of all expenditures made with advanced funds, including receipts, invoices, and participant records. These records must be submitted to the OWDB in periodic financial reports. [20 CFR 683.410]

FINANCIAL ACCOUNTABILITY AND REPORTING

1. Allocation of Funds:

- The OWDB will allocate a set budget to the service provider, including any approved advance payments, based on the number of participants, the type of training, and the anticipated outcomes. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.295]
- The service provider is responsible for ensuring that funds are allocated in compliance with WIOA regulations and the terms of their contract with the OWDB. [20 CFR 683.210]

2. Monitoring and Oversight:

- The OWDB will conduct regular monitoring and oversight of service providers to ensure compliance with WIOA regulations, advance and program income requirements, and the effective use of advanced training funds. [WIOA Sec. 116(d), 20 CFR 683.410, 2 CFR 200.305, 2 CFR 200.332(d)]
- Monitoring of advance payments will be ~~incorporated into OWDB's annual subrecipient monitoring process~~reviewed after the disbursement period to ensure it is expended within the time allowed.
- Service providers must submit regular financial reports detailing the allocation and expenditure of training dollars, including participant outcomes and any challenges encountered. OWDB may require more frequent reporting if needed. [20 CFR 683.410]

3. Payback and Clawback Provisions:

- In the event of non-completion of training, misuse of funds, or failure to comply with reporting requirements, the service provider may be required to repay the advanced funds to the OWDB. [20 CFR 683.430]
- The OWDB reserves the right to recover funds if it is determined that the service provider failed to comply with WIOA regulations or the terms of their contract. [20 CFR 683.430]

4. Return of Unspent Funds:

- Year-End Reconciliation: At the end of each program year, service providers must reconcile all allocated and advanced training funds. This includes a review of all expenditures, commitments, and obligations. [20 CFR 683.420]
- Unspent Funds: Any training dollars that have not been expended, committed, or obligated by the end of the program year must be returned to the OWDB. This includes funds advanced to service providers. [20 CFR 683.430]
- Reporting of Unspent Funds: Service providers must report the amount of unspent funds to the OWDB by July 20, along with a detailed explanation of why the funds were not utilized. This report should also include any recommendations for improving fund utilization in the following program year. [20 CFR 683.420]
- Reallocation of Funds: The OWDB may reallocate returned funds to other service providers or training initiatives based on the workforce development needs of the community and in accordance with WIOA regulations. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.420]
- Consequences for Non-Compliance: Failure to return unspent funds or accurately report financial activities may result in penalties, including disqualification from future funding opportunities, and may trigger a comprehensive audit by the OWDB. [20 CFR 683.430]

PARTICIPANT CHOICE

1. Participant Involvement

- Participants must be actively involved in the decision-making process regarding their training, including the selection of training providers from the ETPL. [WIOA Sec. 134(c)(3)(B), 20 CFR 680.330]
- Service providers must provide participants with information on all available training options, ensuring that decisions are informed and aligned with the participant's career goals. [WIOA Sec. 134(c)(3)(B), 20 CFR 680.330]

2. Transparency and Communication

- Service providers must maintain open communication with participants, providing clear information on how training funds are being used and the progress of their training. [WIOA Sec. 134(c)(3)(B), 20 CFR 683.285]

Participants have the right to appeal decisions made by the service provider regarding the allocation of training funds. [20 CFR 683.550]

WAIVERS AND APPEALS

1. Waivers:

- Service providers may request waivers from specific policy provisions in cases where flexibility is needed to address unique participant needs or local labor market conditions. [WIOA Sec. 189(i)(4), 20 CFR 683.550]
- Waiver requests must be submitted in writing to the OWDB Executive Director for approval. [20 CFR 683.550]

2. Appeals Process:

- Participants or training providers who disagree with decisions made by the service provider regarding the allocation of training funds have the right to appeal. [20 CFR 683.550]
- Appeals must be submitted in writing to the OWDB within 30 days of the decision, and the OWDB will review and respond within 30 days of receipt. [20 CFR 683.550]

PROCEDURE

Requesting Advance Payments:

Step 1: Submission of Request

Service providers must submit a written request for advance payment of training dollars, utilizing the OWDB Training Payment Advance Request Form to the OWDB Executive Director for approval. The request must include a detailed justification, budget breakdown, and proposed payment schedule. [20 CFR 683.200]

Step 2: OWDB Review and Approval

OWDB staff will review the advance payment request to ensure alignment with the provider's contractual obligations and compliance with WIOA regulations. The review will consider the provider's financial stability, past performance, and the alignment with the OWDB's strategic goals. [20 CFR 683.295]

Step 3: Disbursement of Funds

Upon approval, the OWDB will disburse the advance payment to the service provider according to the approved payment schedule. The service provider must allocate these funds strictly in accordance with the approved budget. [WIOA Sec. 134(c)(3)(A), 20 CFR 683.295]

Managing Advanced Funds:

Step 1: Allocation and Expenditure Tracking

Service providers must allocate advanced funds according to the approved budget. They must maintain detailed records of all expenditures, including receipts, invoices, and participant records. These records must be submitted to the OWDB in periodic financial reports. [20 CFR 683.410]

Step 2: Reporting and Documentation

Service providers must submit financial reports to the OWDB detailing how the advanced funds have been allocated and expended. These reports should be submitted quarterly and include all supporting documentation. [20 CFR 683.410]

End-of-Year Reconciliation and Return of Unspent Funds:

Step 1: Year-End Reconciliation

At the end of the program year, service providers must reconcile all allocated and advanced training funds. This includes reviewing all expenditures, commitments, and obligations to ensure funds were used appropriately. [20 CFR 683.420]

Step 2: Reporting Unspent Funds

Service providers must report any unspent training dollars to the OWDB by July 20. This report should include a detailed explanation of why the funds were not utilized and any recommendations for improving fund utilization in the following program year.

COMPLIANCE

This policy shall be implemented in compliance with all applicable WIOA regulations and federal, state, and local laws, including 2 CFR 200.305 and EDD Directive WSD16-17

REVIEW

This policy shall be reviewed annually by the OWDB and amended as necessary to reflect changes in WIOA regulations or local workforce needs.

EFFECTIVE DATE

This policy shall be effective immediately and shall remain in effect until amended or superseded.



ITEM III.b. - ACTION



To: Oakland Workforce Development Board
From: OWDB Staff
Date: August 7, 2025
Re: Approve Updating Bylaws-Time Change

RECOMMENDATION

Adopt a resolution amending Article VI, Section A and Article VII, Section A of the Oakland Workforce Development Board (OWDB) Bylaws to adjust the start time of Regular Meetings and Executive Committee Meetings from 8:30 AM to 9:00 AM, effective immediately.

BACKGROUND

Article VI and Article VII of the OWDB Bylaws outlines the schedule and procedures for Board meetings. Currently, Regular Meetings are scheduled for the first Thursdays in February, May, August, and November at 8:30 AM and Executive Committee Meetings are scheduled the third Fridays in the months of March, June, September, and December starting at 8:30 AM. In recent meetings, Board Members and staff have expressed a preference for a later start time to allow for greater accessibility and participation.

ANALYSIS

Adjusting the start time of Regular Meetings from 8:30 AM to 9:00 AM offers the following benefits:

- **Improved Accessibility:** A 9:00 AM start time better accommodates members' morning obligations, including commuting and professional duties.
- **Increased Participation:** A later start may help improve attendance and punctuality for both Board Members and members of the public.
- **Alignment with City Practice:** The proposed change is consistent with other City boards and commissions that convene mid-morning.

No other changes to the Bylaws are proposed currently.

PROPOSED AMENDMENT

Current Language – Article VI, Section A:

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

Proposed Language – Article VI, Section A:

“Regular meetings of the Board shall take place the first Thursdays in the months of February, May, August and November starting at 9:00 AM in Oakland City Hall.”

Current Language – Article VII, Section A:

“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.”

Proposed Language – Article VI, Section A:

“Regular meetings of the Executive Committee shall take place the third Fridays in the months of March, June, September, and December starting at 9:00 AM in Oakland City Hall.”

NEXT STEPS

If approved, proposed change goes to the mayor for final approval. After final approval, staff will update and publish the revised Bylaws and notify Board Members, City staff, and the public of the new meeting time.

ATTACHMENTS

- Attachment A: Redlined Version of Article VI and VII

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 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 pursuant to the nomination process set forth below in Section E "Nomination process". To the fullest degree possible, Board appointments should 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 twenty percent (20%) 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 twenty percent (20%) 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:

if. 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 should 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 of five (5) local chambers of commerce or other business associations.

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 their consideration for official appointment to the Board.

2. Labor representatives. The Board Chair and City staff shall request from, at a minimum, 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 their 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 their 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 their 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 (2) 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 ~~8:30~~**9:00**AM 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:

1. Helping secure, leverage, and expand resources that support workforce and economic development in the City of Oakland and the greater East Bay region.
2. Developing and presenting potential legislative/advocacy platforms and position statements for consideration by the Mayor, the Oakland City Council, and other elected officials
3. Developing operational and policy objectives for the Board.
4. Deliberating on budget-related matters, and forwarding appropriate recommendations on such matters to the full Board.
5. Approving contracts, expenditures, or budget amendments on behalf of the Board if the contract amount, expenditure, or budget amendment amount is less than Two Hundred Fifty Thousand Dollars (\$250,000).
6. 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.
7. 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~~ 9:00 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 their 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 their 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 their 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

RESOLUTION NO. 25-

A RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD (BOARD) AMENDING ARTICLE VI, SECTION A AND ARTICLE VII, SECTION A OF THE BYLAWS TO CHANGE THE START TIME OF REGULAR AND EXECUTIVE COMMITTEE MEETINGS

WHEREAS, the Oakland Workforce Development Board (OWDB or Board) Bylaws currently provide that Regular Meetings of the Board shall take place on the first Thursdays in February, May, August, and November at 8:30 AM, and Executive Committee Meetings shall take place on the third Fridays in March, June, September, and December at 8:30 AM; and

WHEREAS, Board Members have expressed interest in adjusting meeting times to improve accessibility, increase participation, and better align with the practices of other City boards and commissions; and

WHEREAS, staff recommends amending Article VI, Section A and Article VII, Section A of the Bylaws to change the start time of Regular and Executive Committee Meetings from 8:30 AM to 9:00 AM, effective immediately; now, therefore, be it

RESOLVED: That the Board hereby adopts the following amendments to its Bylaws:

Article VI, Section A shall be amended to read: “Regular meetings of the Board shall take place the first Thursdays in the months of February, May, August and November starting at 9:00 AM in Oakland City Hall;” and be it

FURTHER RESOLVED: Article VII, Section A shall be amended to read: “Regular meetings of the Executive Committee shall take place the third Fridays in the months of March, June, September, and December starting at 9:00 AM in Oakland City Hall;” and be it

FURTHER RESOLVED: That staff shall forward this resolution to the Mayor for final approval, and upon such approval, update and publish the revised Bylaws and notify Board Members, City staff, and the public of the updated meeting times; and be it

FURTHER RESOLVED: That the Board is hereby authorized to take any other action 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 IV.a. - INFORMATIONAL



To: Oakland Workforce Development Board
From: OWDB Staff
Date: August 7, 2025
Re: FY 2025–26 OWDB Budget Update and Request for Recommendations

RECOMMENDATION

That the Oakland Workforce Development Board (OWDB) receive the updated FY 2025–26 OWDB Budget Report and provide recommendations on how to allocate increased Workforce Innovation and Opportunity Act (WIOA) Title I formula and California Volunteers funds.

EXECUTIVE SUMMARY

The State of California has released planning estimates for FY 2025–26, resulting in a significant increase to the City’s WIOA allocation, from \$3.45 million to **\$4.85 million**, a net increase of approximately **\$1.4 million**.

Funding Category	FY 2025-26 Estimated	FY 2025–26 Updated	Difference
Adult	\$1,143,021	\$1,562,863	+\$419,842
Dislocated Worker	\$1,010,837	\$1,372,555	+\$361,718
Rapid Response	\$202,243	\$430,712	+\$228,469
Youth	\$1,094,595	\$1,481,249	+\$386,654
WIOA Total	\$3,450,696	\$4,847,379	+\$1,396,683

The City also received an increase of California Volunteers funding for FY 2025-26, from \$2.32 million to **\$2.48 million**, a net increase of approximately **\$150,000** to supporting employment pathways for youth and young adults through public service, climate resilience, and neighborhood improvement work.

Lastly, the City received an increase of **\$12.4 million**, up from the \$3.9 million presented to the board from the California Department of Corrections and Rehabilitation (CDCR) to implement Golden State Works Transitional Employment and Job Placement Services for residents on parole for a 3-year period.

With the significant increase in WIOA allocations and other state funding, staff is seeking Board input on how best to leverage these new resources to meet both immediate community needs and long-term system goals. The following options are presented for considerations around service expansion, innovation, and planning for future changes in Oakland’s workforce.

Option 1: Increase allocations to existing service providers

A portion of the additional funding could be used to support current provider contracts, including serving more participants, expanding paid training opportunities, increasing supportive services like childcare and transportation, and other job readiness supports.

Option 2: Set aside funds to support the upcoming RFP

Staff recommends reserving a portion of funds to support innovation, equity, and capacity-building through the next RFP process. These funds could be used to pilot new service models, or respond to priority issues including youth disconnection, reentry, or sector-based partnerships aligned with OWDB’s goals.

Option 3: Maintain a contingency reserve

As discussions continue at the federal level around WIOA reauthorization and the proposed Make America Skilled Again Act, staff recommends holding a modest reserve. This would allow the Board to adapt to any changes in funding structures or program requirements without disrupting existing services.

These considerations are provided for Board discussion and input as we work towards a strategy that meets the current needs of Oakland’s workforce while preparing for what’s ahead.

ATTACHMENT A – ADOPTED FY 2025-26 OWBD BUDGET

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1		WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)													
2		Fund 2195					Fund 2159	Fund 1010	Fund 1030	Fund 5671	Fund 7999				
3		Adult	Dislocated Worker	Rapid Response	Youth	WIOA Subtotal	CA Dept of Corrections				Misc Donations	Other Revenue Subtotal	GRAND TOTAL		
4	ESTIMATED REVENUES						CA Volunteers	General Fund	Measure HH	Billboard					
5	Estimated Carryover Revenue for Reallocation	219,105	221,458		328,556	769,119							0	769,119	
6	Estimated FY 2025-26 Revenue (Baseline)	1,143,021	1,010,837	202,243	1,094,595	3,450,696	2,478,114	3,942,840	256,783	584,868	540,759	75,000	7,878,364	11,329,060	
7	TOTAL REVENUE	1,362,126	1,232,295	202,243	1,423,151	4,219,815	2,478,114	3,942,840	256,783	584,868	540,759	75,000	7,878,364	12,098,179	
8	EXPENDITURES														
9	SERVICE PROVIDER CONTRACTS														
10	Center for Employment Opportunities					0		3,758,630					3,758,630	3,758,630	
11	Civicorps					0	246,344						246,344	246,344	
12	Genesys Works				178,550	178,550							0	178,550	
13	Lao Family Community Development, Inc.	153,741	147,941		249,970	551,652	250,000		125,000				375,000	926,652	
14	Mandela Partners	135,000				135,000							0	135,000	
15	Oakland Private Industry Council, Inc.	579,586	564,391			1,143,977							0	1,143,977	
16	Oakland Public Works					0	284,000						284,000	284,000	
17	Rising Sun Center for Opportunity					0	34,940						34,940	34,940	
18	Safe Passages					0	223,539						223,539	223,539	
19	Swords to Plowshares: Veterans Rights Org	114,410	110,157			224,567							0	224,567	
20	Spanish Speaking Unity Council of Alameda Co, Inc.	153,741	147,941		249,970	551,652	250,000						250,000	801,652	
21	Trybe Inc.								12,572				12,572	12,572	
22	The Youth Employment Partnership Inc.				249,970	249,970	250,000		125,000				375,000	624,970	
23	Youth Uprising				249,970	249,970							0	249,970	
24	West Oakland Job Resource Center					0				345,615			345,615	345,615	
25	EASTBAY Works (OPIC)	7,830	7,827		7,823	23,480							0	23,480	
26	Professional Service Agreements					0	50,000						50,000	50,000	
27	Service Provider Subtotal	1,144,308	978,257	0	1,186,253	3,308,818	1,588,822	3,758,630	0	262,572	345,615	0	5,955,639	9,264,457	
28	CITY OPERATIONS														
29	EWD Admin/Finance					0							0	0	
30	Internal Service Fees					0			178,353	8,150			186,503	186,503	
31	Program Staff	217,818	254,038	202,243	236,898	910,997	406,095	184,210	78,430	176,718	195,144		1,040,597	1,951,594	
32	O&M					0	50,000						50,000	50,000	
33	City Operations Subtotal	217,818	254,038	202,243	236,898	910,997	456,095	184,210	256,783	184,868	195,144	0	1,277,100	2,188,097	
34	TOTAL EXPENDITURES	1,362,126	1,232,295	202,243	1,423,151	4,219,815	2,044,917	3,942,840	256,783	447,440	540,759	0	7,232,739	11,452,554	
35	Available Balance	0	0	0	0	0	433,197	0	0	137,428	0	75,000	645,625	645,625	

ATTACHMENT B – UPDATED FY 2025-26 OWBD BUDGET

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1		WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)														
2		Fund 2195						Fund 2159			Fund 1010	Fund 1030	Fund 5671	Fund 7999		
3		Adult	Dislocated Worker	Rapid Response	Youth	WIOA Subtotal	CA Volunteers	CA Dept of Corrections	CA Workforce Dev Board	General Fund	Measure HH	Billboard	Misc Donations	Other Revenue Subtotal	GRAND TOTAL	
4	ESTIMATED REVENUES															
5	Estimated Carryover Revenue for Reallocation	219,105	221,458		328,556	769,119								0	769,119	
6	Estimated FY 2025-26 Revenue (Baseline)	1,562,863	1,372,555	430,712	1,481,249	4,847,379	2,478,114	12,478,800	97,101	256,783	584,868	540,759	75,000	16,511,425	21,358,804	
7	TOTAL REVENUE	1,781,968	1,594,013	430,712	1,809,805	5,616,498	2,478,114	12,478,800	97,101	256,783	584,868	540,759	75,000	16,511,425	22,127,923	
8	EXPENDITURES															
9	SERVICE PROVIDER CONTRACTS															
10	Center for Employment Opportunities					0		11,752,800						11,752,800	11,752,800	
11	Civicorps					0	246,344							246,344	246,344	
12	Genesys Works				178,550	178,550								0	178,550	
13	Lao Family Community Development, Inc.	153,741	147,941		249,970	551,652	250,000				125,000			375,000	926,652	
14	Mandela Partners	135,000				135,000								0	135,000	
15	Oakland Private Industry Council, Inc.	579,586	564,391			1,143,977			97,101					97,101	1,241,078	
16	Oakland Public Works					0	284,000							284,000	284,000	
17	Rising Sun Center for Opportunity					0	34,940							34,940	34,940	
18	Safe Passages					0	223,539							223,539	223,539	
19	Swords to Plowshares: Veterans Rights Org	114,410	110,157			224,567								0	224,567	
20	Spanish Speaking Unity Council of Alameda Co, Inc.	153,741	147,941		249,970	551,652	250,000							250,000	801,652	
21	Trybe Inc.										12,572			12,572	12,572	
22	The Youth Employment Partnership Inc.				249,970	249,970	250,000				125,000			375,000	624,970	
23	Youth Uprising				249,970	249,970								0	249,970	
24	West Oakland Job Resource Center					0						345,615		345,615	345,615	
25	EASTBAY Works (OPIC)	7,830	7,827		7,823	23,480								0	23,480	
26	Professional Service Agreements					0	50,000							50,000	50,000	
27	Service Provider Subtotal	1,144,308	978,257	0	1,186,253	3,308,818	1,588,822	11,752,800	97,101	0	262,572	345,615	0	14,046,910	17,355,728	
28	CITY OPERATIONS															
29	EWD Admin/Finance	20,398	36,599		25,101	82,098								0	82,098	
30	Internal Service Fees					0				178,353	8,150			186,503	186,503	
31	Program Staff	197,420	217,439	202,243	211,797	828,899	488,193	726,000		78,430	176,718	195,144		1,664,485	2,493,384	
32	O&M					0	50,000							50,000	50,000	
33	City Operations Subtotal	217,818	254,038	202,243	236,898	910,997	538,193	726,000	0	256,783	184,868	195,144	0	1,900,988	2,811,985	
34	TOTAL EXPENDITURES	1,362,126	1,232,295	202,243	1,423,151	4,219,815	2,127,015	12,478,800	97,101	256,783	447,440	540,759	0	15,947,898	20,167,713	
35	Available Balance	419,842	361,718	228,469	386,654	1,396,683	351,099	0	0	0	137,428	0	75,000	563,527	1,960,210	

**Oakland Workforce Development Board (OWDB)
Training Payment Advance Request Form**

Section 4: Certification

By signing below, I certify that the information provided in this request is accurate and complete to the best of my knowledge. I understand that the funds advanced must be used in accordance with the OWDB contract and WIOA regulations, and that failure to comply may result in the requirement to repay the funds.

Authorized Representative Name: [Insert Name]

Title: [Insert Title]

Signature: [Insert Signature]

Date: [Insert Date]

FOR OWDB STAFF APPROVAL:

Approved By: [Insert Name]

Title: [Insert Title]

Signature: [Insert Signature]

Date: [Insert Date]

Required Attachments Checklist

Please confirm the following documents are attached with this request form:

- Written cash management procedures
- Relevant financial policies
- Certification that financial systems meet 2 CFR 200.305 requirements
- Proposed payment schedule aligned with the approved budget
- Detailed justification for the advance payment



ITEM IV.b . - INFORMATIONAL



To: Oakland Workforce Development Board
From: OWDB Staff
Date: August 7, 2025
Re: Key Features and Elements of FY 26-28 OWDB Request for Proposals

The Oakland Workforce Development Board (OWDB) staff is in the process of developing a Request for Proposals (RFP) to procure service providers for the contract period that begins July 1, 2026. The following information summarizes programs and services that will be sought through the RFP; key RFP features and areas of focus; and a tentative timeline for actions including the release the RFP through the execution of contracts resulting from the RFP.

I. Programs and Services Addressed by the RFP

The 2026-2028 OWDB RFP will seek qualified providers for the following WIOA Title I programs and services:

- Adult Program and Dislocated Worker Program Career Services
- Youth Program Services
- One-Stop Operator Services (system coordination and operational oversight)
- Business Intermediary Services (system liaison with business and industry)

While a single RFP will be issued, eligible organizations may bid on multiple programs and services from the preceding list, based on their experience and preparedness to effectively deliver these services.

Other, non-WIOA Title I workforce projects administered by OWDB are subject to a distinct funding cycle and will be separately bid and procured by the City of Oakland at a later date.

II. RFP Priorities and Areas of Focus

Services sought through the RFP reflect federal and state requirements and also support strategic priorities adopted by the OWDB in 2025, which have been embedded in OWDB’s Program Year 2025-28 Local Plan. These include:

- Improved Coordination, Collaboration, and Alignment with Other Systems and Programs
- Funding Agility through A Diversified Base of Resources
- Improved Engagement and Relationships with Businesses
- Establishment of High Integrity Data Sets

In furtherance of these priorities, OWDB's RFP highlights the following features of the service delivery system in which procured services will operate:

A. The Local Workforce System Will Focus on Meeting the Hiring and Training Needs of Business and Industry

OWDB understands that a "business first" model, in which workforce development systems concentrate on identifying industries and businesses that are hiring, creates the greatest economic opportunities for businesses, communities, families, and individuals. OWDB-sponsored programs will work to meet the needs of both Oakland-based businesses and companies in surrounding communities. A Business Intermediary will be identified through this RFP and will have primary responsibility for business engagement, working in tandem with other WIOA-funded contractors.

B. The Workforce System Will Strengthen Economic Opportunities for Individuals and Communities

OWDB understand the central role of workforce development in building communities and in creating pathways to stability, self-sufficiency, economic opportunity, and prosperity. Plans, priorities, and actions of the OWDB are driven by a commitment to creating and sustaining these opportunities.

C. The OWDB Will Operate a High-Performance, High-Results Workforce System

Contractors procured pursuant to this RFP will be subject to well-defined, time-specific performance goals, which will include both quantitative and qualitative measures. OWDB will closely monitor performance, report on such performance, and require decisive corrective action for underperformance. A sanctions process may be imposed for contractors failing to meet agreed upon correction actions for performance.

D. System Coordination and Oversight Are Critical

OWDB is committed to ensuring that the programs and services it administers are coordinated and that OWDB-sponsored programs operate seamlessly within a local ecosystem of workforce, career education, business services, and community support programs.

E. System Participants Must Possess or Acquire Essential Skills

OWDB seeks to ensure that all individuals enrolled in WIOA-funded programs and services have a defined set of essential workforce skills before they exit services. Contactors must assess all participants for essential skills and provide skills development services for individuals needing them. Essential workforce skills include, but may not be limited to, basic English and math skills, digital literacy skills, financial literacy skills, critical thinking and decision-making skills, job readiness and job search skills, and knowledge of local and regional labor markets.

F. Investments in Skills Training Linked to Industry Need is Critical

OWDB is committed to ensuring that a wide variety of effective training programs resulting in industry-recognized and -valued credentials, including those offered in both classroom and work-based settings, are available to WIOA participants. Service providers must demonstrate effectiveness is referring participants to appropriate training providers and programs.

G. OWDB-Sponsored Programs Will Collaborate Effectively with System Partners

WIOA mandates nineteen federal programs that must be coordinated at the local level. The California Workforce Development Board has identified additional state strategic partners with which local WIOA programs must be aligned. OWDB will ensure that required coordination is achieved through action of the local board; City staff; Adult, Dislocated Worker Program Service Providers, and the One-Stop Operator.

H. Compliance with Federal, State, and Local Rules Is a Priority for OWDB

By accepting WIOA funds, the City of Oakland has committed to comply with federal and state requirements. OWDB will ensure that contractors achieve full compliance in areas including, but not limited to participant eligibility, documentation, service delivery, expenditures, and financial recordkeeping.

III. Draft Timeline for RFP Release and Subsequent Actions

The following tentative schedule has been developed for the release of the RFP, deadline for submission of responses, and actions leading to provider selection and contracting:

September 12, 2025	Release of RFP
September 19, 2025	Deadline to submit RFP-related question for Bidders' Conference
September 25, 2025	Bidders' Conference (virtual)
November 3, 2025	Proposals due
December 15, 2025	Reviews completed, proposals rated and ranked, and recommendations for funding determined
January 8, 2026	WDB review and approval of staff/rating committee recommendations and agreement that results of all appeals will be final
January 16, 2026	Deadline for filing appeals of WDB-approved funding decisions
January 26, 2026	Completion of appeals hearing by WDB and announcements of final funding decisions
February 10, 2026	Funding recommendations approved by City Council committee
February 17, 2026	Funding recommendations approved by full City Council
July 1, 2026	Contracts executed and programs begin

We will provide an update on the RFP process at the Board's next meeting on November 6, 2025.

Oakland Forward Progress Report

By David Dias, Oakland Workforce Development Board

August 7, 2025



Index

What is Oakland Forward?



Oakland Forward Service Providers



By the Numbers



Client Success Stories

What is Oakland Forward?

- ▶ Oakland Forward is a year-round youth and young adult employment program for individuals aged 16 to 30 to increase employment and develop public service career pathways in the areas of climate resilience, public sector employment, and public safety.



Civicorps

- ▶ Civicorps Conservation Career Pathways Program is a year-round, work-based learning program providing high-impact paid job training, college, and career readiness preparation, and wrap round support services to youth, age 18 to 26, who are disconnected from college and employment opportunities.
- ▶ Youth develop their professional skills and complete their high school education as they train for careers that protect the environment.
- ▶ Through paid job training and exposure to careers in conservation, youth prepare for employment opportunities within an emerging green economy.



Lao Family Community Development

- ▶ Lao Family Community Development's successful Out-of-School Youth Program and Environmental Science Remediation Management program creates and expands employment, education, economic, and health opportunities for participants ages 16 to 30 with a focus on "clean and green" year-round and summer employment opportunities in the public and private sector.
- ▶ The program promotes climate resilience and to improve neighborhood conditions in the priority neighborhoods of East 12th St., Central/Fruitvale, Eastmont and Coliseum areas.



Rising Sun

- ▶ Rising Sun's Climate Careers program offers young leaders the opportunity to gain paid, hands-on work experience while taking climate action.
- ▶ Through Rising Sun's social enterprise model, youth from low-income households provide Green House Calls - energy efficiency and water conservation services and education - at no-cost to their communities, improving local climate resilience and saving residents money.
- ▶ Professional development workshops and coaching round out the summer, transitioning into more robust career exploration during paid, fall-term externships with partnered hosts.



Safe Passages

- ▶ The Safe Passages Community Stewardship Workforce Project addresses barriers to youth employment through academic and career support, resource navigation, trauma-informed coaching and counseling, and work experience training and placement for low-income, predominately African American and Latinx multilingual youth, ages 16 to 24.
- ▶ The project pairs youth participants with Life and Career Coaches who guide and advocate for youth development in workforce readiness, secondary and post-secondary education.
- ▶ Participants learn skills and experience and build a job-ready portfolio to prepare for job seeking, applying, and placement in public sector industries focused on city beautification and revitalization through murals, arts, graffiti abatement, and other environmental justice projects.



The Unity Council



- ▶ The Unity Council's year-round Oakland Forward program delivers a series of environmental/green-focused job training, community projects, and work experience for 100 BIPOC youth and young adults (ages 16 to 30) in Oakland. Programming includes:
 - ▶ Roots of Success - U.S. Department of Labor Registered Pre-Apprenticeship program that leads to an Environmental Specialist certification and preparation to work in sectors of the green economy;
 - ▶ Stipend-based, flexible school year exploratory community resilience projects;
 - ▶ Job readiness training and placement in summer internships and jobs.



Youth Employment Partnership

- ▶ The Youth Employment Partnership's Oakland Forward takes two project approaches to beautify Oakland while enhancing public safety and increasing climate resiliency:
 - Year-round workforce training program to improve city streets, block-by-block, through neighborhood beautification, landscaping, and illegal dumping abatement projects in high priority areas, along with traffic safety improvements on Oakland High Injury Network streets in alignment with the city's Safe Oakland Streets initiative.
 - Young adult work crews to enhance pedestrian, cyclist, and driver safety, by creating high visibility cross walks and speed bumps, installing traffic calming circles with drought resilient vegetation, and building hardened centerlines to reduce left-turn speeds.



Oakland Public Works

- ▶ OPW Academy Trainees begin their first week with training on City and Public Works policies, safety trainings, employee training, including emotional intelligence, de-escalation; and job acquisition training to enhance/ create a resume, and transferrable skills.
- ▶ After the first week, the Trainees work fulltime in different divisions based on their skills/ training and Public Works needs, for 6-months.
- ▶ The Trainees participate in successive trainings throughout the 6-month period in resume enhancement, City job application, mock interviewing, etc. one-two days every month.



Oakland Forward - by the Numbers

- ▶ Since it's kick-off in September 2022, the Oakland Forward program has made a positive impact in the City of Oakland...
 - ▶ Over 780 Oakland 16-30-year-old youth and young adults have participated in Oakland Forward.
 - ▶ Over 1,400 youth and young adults have submitted an application to participate in Oakland Forward.
 - ▶ Oakland Forward participants have contributed over 152,000 hours of service to the City of Oakland.



Oakland Forward Participants - by the Numbers

- ▶ 850+ - Oakland Forward participants identify as low income.
- ▶ 156 - Oakland Forward participants who have engaged with/in the mental health or substance abuse system.
- ▶ 70 - Oakland Forward participants identify as homeless or formerly homeless.
- ▶ 170+ - Identified as justice-involved.
- ▶ 61 - Identified as/or transitioning from foster care.



Oakland Forward Participants - by the Numbers

- ▶ 266 - Number of participants who considered this to be a path forward to long-term professional experience
- ▶ 346 - Number of youth who have enrolled in or plan to enroll in full time educational opportunities at completion of program.
- ▶ 357 - Number of program participants who are prepared to enter the public service workforce.
- ▶ 199 - Number of youth who have found permanent employment by program completions.



Thank You.



**OAKLAND WORKFORCE DEVELOPMENT BOARD
2025
MEETING CALENDAR**

Regular Full Board Meeting	Thursday - February 6, 2025
Executive	Friday - March 21, 2025
Regular Full Board Meeting	Thursday - May 1, 2025
Executive	Friday - June 20, 2025
Regular Full Board Meeting	Thursday - August 7, 2025
Executive	Friday - September 19, 2025
Regular Full Board Meeting	Thursday - November 6, 2025
Executive	Friday - December 19, 2025