

OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)

FULL BOARD MEETING

Thursday, February 1, 2024

8:30 a.m. – 11:00 a.m.

Hearing Room 4

Oakland City Hall

One Frank H. Ogawa Plaza

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

PUBLIC PARTICIPATION

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

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

<https://us06web.zoom.us/j/82671507842?pwd=SkNKaWZ1dmlGeWNoYlhaaktocVdHdz09>

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



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Hearing Room 4

Thursday, February 1, 2024
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) – Full Board Meeting November 2, 2023

II. INTRODUCTIONS

- a. New Board Members

III. ACTION ITEMS

- a. Summer Youth Employment Program 2024 Funding Recommendations for \$262,572 for
 - i. Lao Family Community Development, Inc. in an amount not to exceed of \$125,000
 - ii. Youth Employment Partnership, Inc. in an amount not to exceed \$125,000
 - iii. Trybe, Inc. in an amount not to exceed \$12,572

IV. INFORMATIONAL ITEMS

- a. Director’s Report

V. PUBLIC FORUM

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

VI. STAFF REPORTS

VII. ANNOUNCEMENTS

VIII. CLOSING REMARKS & ADJOURN

NEXT SCHEDULED FULL BOARD MEETING

THURSDAY, MAY 2, 2024

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)

FULL BOARD MEETING

Thursday, November 2, 2023

8:30 a.m. – 11:30 a.m.

MINUTES

The meeting was called to order by **Board Chair Ahmed Ali Bob** at 8:44a

Roll Call: Ahmed Ali Bob, Lee McMurtray, Eddie Alvarez, Jason Gumataotao, Omar Sabeh, Della Randolph, Kalpana Oberoi, Ching Wang, Peter Gamez, Pete May, Aaron Johnson (late) Louis Quindlen, Kim Jones, Nigel Jones, Mark Richards, September Hargrove. (*Quorum Established*)

Absent: Nigel Jones, Mark Richards, Kalpana Oberoi, Omar Sabeh

Excused: Ching Wang, Peter Gamez

Board Chair Ahmed Ali Bob requested board to review agenda for adoption.

Board Chair Ahmed Ali Bob stated that 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 at this time. The public may address items not published on the agenda during the Public Forum section at the end of the meeting.

Board Member Eddie Alvarez moved **Board Member Della Randolph** seconded to approve agenda.

Motion Passed: Ahmed Ali Bob, Lee McMurtray, Eddie Alvarez, Jason Gumataotao, Della Randolph, Pete May, Kim Jones, Louis Quindlen.

Ayes - 8

Noes - 0

Absent – 4 - Nigel Jones, Mark Richards, Kalpana Oberoi, Omar Sabeh

Abstention – 0

Excused -2 – Ching Wang, Peter Gamez

ITEM 1c. APPROVAL OF MINUTES – ACTION

Board Chair Ahmed Ali Bob requested a motion to accept the minutes of August 3, 2023, meeting.

Board Member Eddie Alvarez moved **Board Member Aaron Johnson** seconded to approve the minutes of August 3, 2023.

Motion Passed: Ahmed Ali Bob, Lee McMurtray, Eddie Alvarez, Jason Gumataotao, Della Randolph, Pete May, Aaron Johnson, Kim Jones, Louis Quindlen, September Hargrove.

Ayes - 9

Noes - 0

Absent - 4 - Nigel Jones, Mark Richards, Kalpana Oberoi, Omar Sabeh

Abstention – September Hargrove

Excused - 2 – Ching Wang, Peter Gamez

Sofia Navarro OWDB Director announced that **Board Member Eddie Alvarez** will be transitioning from the OWDB, she opened the floor for others to share comments.

Board Chair Ahmed Ali Bob wished Eddie Alvarez all the best and thanked him for all his contributions to this board and wished him good luck on his next chapter and wished him well in Los Angeles.

Board Member Eddie Alvarez shared a departing statement. He mentioned that he accepted a lateral position with LA County Building and Trades Council.

II. INTRODUCTIONS

a. New Board Members

Board Chair Ahmed Ali Bob welcomed new board members:

Kim Jones, Director of Oakland Adult and Career Education, September Hargrove, Northern California Director of Community Banking JP Morgan Chase, Louis Quindlen, Peralta Community College District Board of Trustees and previously Head of the Machine Technology Department at Laney College.

Sofia Navarro OWDB Director welcomed the new board members.

III. ACTION ITEM

a. Conduct Vice-Chair and Executive Committee Nominations and Elections.

Sofia Navarro Executive Director opened the floor for nominations of the Vice Chair seat.

Board Member Eddie Alvarez inquired if the Vice Chair seat was a non-union seat?

Naree Chan Deputy City Attorney stated that the OWDB bylaws state that the Chair and Vice Chair shall both be held by a business representative.

Sofia Navarro OWDB Director concluded that since there were not any nominations or volunteers this item will be tabled until, 2024.

III. ACTION ITEM

- a. Adopt Policy 23-002 Permitting Participants to Enroll in Training Programs Offered by Providers Not Registered on the State of California's Eligible Training Provider List (ETPL)

Staff Member Wetzel stated that this item was first presented at the August 3, 2023, regular board meeting, he stated there was further discussion between the board and it was decided that a special meeting would be held in October, to further discuss the item then bring back to regular board meeting to adopt for approval. Staff Member Wetzel continued with a power point presentation and update on the ETPL.

Board Discussion:

What services will be offered not on the ETPL list, how will staff ensure that trainers are reputable and that the ETPL clients will gain a certificate that can be utilized throughout California. Request to add an Annual Report for the ETPL providers, language added that all clients in construction receive a MC3 certificate. Clarification regarding MC3 certification is this the standard for all construction jobs. What industry demand that students have an MC3 certification.

Sofia Navarro OWDB Director stated that it is up to providers to ensure that those organizations are providing services needed.

Public Comment:

- Richard Jauregui shared that OPIC has a 100% completion of successful certification with non-ETPL providers, he noted that the ETPL will broaden the network of services for clients, and that the other providers urge the OWDB to adopt this policy.
- Sue Dung from Lao Family stated that the approval of this item would increase job placement of low-income participants. increase their providers and assist clients with payment who are low income and usually will drop out because their unable to leverage funds.
- Bernard Ashcraft gave a brief description of the Bay Area Business Round Table. Their goal is to recruit enroll and train 120 low-income participants that reside in underprivileged communities of Oakland. Students will be trained in the Cardiac Monitoring Technician program, after completing training clients will be paid \$30.00 an hour with a signing bounce. Including case management and support to ensure program completion and job retention. The program consists of two college quarters of classroom instruction developed in collaboration with Merritt Community College. Upon completion of course students will be required to take a certified Cardio graphic Technician Examination. Mr. Ashcraft stated, he has not received a call from Oakland regarding this awesome program for residents.

Board Member Eddie Alvarez moved **Board Member Louis Quindlen** seconded to approve and adopt the Eligible Training Provider List (ETPL).

Motion Passed: Ahmed Ali Bob, Lee McMurtray, Eddie Alvarez, Jason Gumataotao, Della Randolph, Pete May, Aaron Johnson, Kim Jones, Louis Quindlen, September Hargrove.

Ayes - 10

Noes - 0

Absent - 4- Nigel Jones, Mark Richards, Kalpana Oberoi, Omar Sabeh

Abstention – 0

Excused -2 – Ching Wang, Peter Gamez

Chair Ahmed Ali Bob revisited Action Item III b. Conduct Vice-Chair and Executive Committee Nominations and Elections he inquired if any board member would be interested in being on the executive board.

Board Member Eddie Alvarez nominated Jason Gumataotao, Louis Quindlen and Kim Jones volunteered.

Motion Passed: Ahmed Ali Bob, Lee McMurtray, Eddie Alvarez, Jason Gumataotao, Della Randolph, Pete May, Aaron Johnson, Kim Jones, Louis Quindlen, September Hargrove.

Ayes - 10

Noes - 0

Absent - 4- Nigel Jones, Mark Richards, Kalpana Oberoi, Omar Sabeh

Abstention – 0

Excused -2 – Ching Wang, Peter Gamez

Board Member Lee McMurtray expressed, that this meeting and the Special meeting held in October were very productive and how orderly the board conducted itself.

IV. INFORMATIONAL ITEMS

- a. Performance Reports i. WIOA Youth and Adult PY 22-23 Performance

Staff Member Dovey shared highlights designed to measure the effectiveness and continuous improvement of the workforce service delivery system. The top 5 industries placed: Transportation & Warehousing, Administrative & Support Services, Hospitality & Food Services, Retail, Healthcare. Staff stated that 587 participants were served, 40% placements are Oakland based employers. 55% exited received training, placements or certificates. The average hourly rate is \$24.00, all of the providers are meeting their performance goals.

Public Comment:

none

IV. INFORMATIONAL ITEMS

ii. Oakland Forward PY 22-23

Staff Member Dias read background he shared that in 2022, the City of Oakland was awarded \$5,896,000 for its Oakland Forward program through the state of California and the California Volunteers Office. Oakland Forward increases youth and young adult employment by developing pathways into careers in public service in the areas of climate resilience and public safety. The program supports youth and young adults ages 16-30 with a focus on Oakland's underserved communities in East, Central, and West Oakland and prioritizes service for Black and Latinx youth and young adults. State funding provided to Oakland is available for services through April 2024.

The OWDB contracted with nine entities in Fiscal Year (FY) 2022-2023 to implement the program, with six of the partners being local Community Based Organizations (CBOs) and three partners being departments within the City of Oakland. In total, programs funded in Oakland Forward anticipated reaching nearly 400 youth and young adults in the first year of service. Providers hit 95% of goal, Oakland Public Works Department hired three youth in full time positions, 373 participants served, 211 youth placed in internship.

Public Comment: None

Board Discussion & Questions

V. PUBLIC FORUM

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

Richard Jauregui OPIC congratulated Michele Clark and YEP on 50 years of providing service.

Michele Clark YEP shared a brief description of YEP services, she extended an invitation to the board members to visit YEP to experience what they are all about and to talk about the different strategies of the organization.

VI. STAFF REPORTS

a. Summer Youth Employment Program 2023

Staff Member Dovey presented an end of year annual report. She stated that funding was granted to three providers, Lao Family Community Development, TRYBE, and Youth Employment Partnership (YEP). The power point presentation began with who we served: wrap around support services, placements, employers, positions held, and partnerships What's Next: continuing on-going City-wide engagements with other City Departments, OUSD, Non-Profit Organizations, Chambers and Businesses.

Sofia Navarro OWDB Director stated for the coming year having an interdepartmental effort to expand the goal of servicing more youth, having conversations about bringing back the business breakfast, she thanked CBO's for their support and efforts.

Public Comment:

Michele Clark putting money into summer jobs is an excellent early intervention strategy.

Board Member Kim Jones have the providers encouraged businesses to bring back the same intern high for another year.

VII. ANNOUNCEMENTS

Sofia Navarro OWDB Director gave an update on the board retreat 2024.

Raya Zion Laney College announced an internship Holiday Career Fair.

Chair Ahmed Ali Bob Thanked all for attending today's meeting. He wished all to have an early safe Holiday Season and Happy New Year.

Meeting was adjourned at 11:15 a.m.

NEXT SCHEDULED REGULAR BOARD MEETING

Thursday, February 1, 2024

8:30 a.m. – 11:30 a.m.

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ITEM III.a. - ACTION

To: Oakland Workforce Development Board
From: OWDB Staff
Date: February 1, 2024
Re: Summer Youth Employment Program 2024 Funding Recommendations

RECOMMENDATION:

That the Oakland Workforce Development Board (OWDB) take the following actions:

1. Approve and authorize program grant agreements in an amount not to exceed \$262,572 for the OWDB 2024 Summer Youth Employment Program (SYEP) with the following providers:
 - a. Lao Family Community Development, Inc. in an amount not to exceed of \$125,000
 - b. Youth Employment Partnership, Inc. in an amount not to exceed \$125,000
 - c. Trybe, Inc. in an amount not to exceed \$12,572
2. Authorize staff to allocate any additional funds raised for the 2024 SYEP to be distributed equally to these organizations without returning to the OWDB for approval.

EXECUTIVE SUMMARY

Staff is requesting that the OWDB approve contract amendments for 2024 Summer Youth Employment Program (SYEP) opportunities to the following nonprofit organizations: (1) Lao Family Community Development, Inc., (2) Youth Employment Partnership, and (3) Trybe Inc. for a total amount of \$262,572, consistent with the funding recommendations shown in **Table 1**. The OWDB and the Oakland Fund for Children and Youth (OFCY) have partnered to leverage and align summer youth employment programs and services to streamline the process of program implementation for contracted agencies.

This year will be the last year of the SYEP procurement cycle of PY 2022-2025. SYEP 2022 and 2023 have shown much success from each of the contracted service providers who have contributed to exceeding each year's enrollment goal to serve more youth. Six hundred (600) youth have been placed in summer jobs to date totaling over 41,000 work experience hours. Another contributing factor to the success was an additional one-time general fund support provided to each of the organizations for SYEP 2023. The total enrollment goal combining all three years of the procurement cycle is to serve 715 youth. Upon completion of SYEP years 2022 and 2023, 83% of this goal has been met. SYEP 2024 is expected to meet and exceed that goal.

Table 1 outlines the recommended organizations’ funding amounts.

Table 1: OWDB Funding Recommendations & OFCY Funding for Summer 2024

Agency Name	OWDB Recommended Funding Amount	OFCY Funding Amount	Total Program Amount	Youth to be Served
Lao Family Community Development, Inc.	\$125,000	\$125,000	\$250,000	85
Trybe, Inc.	\$12,572	\$50,000	\$62,572	20
Youth Employment Partnership, Inc.	\$125,000	\$125,000	\$250,000	100
TOTAL	\$262,572	\$300,000	\$562,572	205

BACKGROUND

The City of Oakland, along with partners from the public, private, and nonprofit sectors, has had a longstanding commitment to providing summer jobs and other work-based learning opportunities for Oakland youth for more than four decades. The cornerstone of this effort focuses on investing in the Oakland Summer Youth Employment Program, which provides funds to subsidize paid jobs and work experience opportunities sponsored through local nonprofit organizations. The level of direct investment in this program varies from year to year, while the funding to support it has historically come from various public, private, and philanthropic sources.

The City of Oakland’s Summer Youth Employment Program (SYEP) prioritizes services for youth from historically disadvantaged communities, including Black, Latinx, Native American, and Pacific Islander opportunity youth not connected to the traditional school system. Services focus on youth who are not working, have little to no work experience, are aged 16-21, and reside in East Oakland, Fruitvale, and West Oakland. The SYEP provides Oakland youth with opportunities to earn money, gain meaningful work experience and improve their job-readiness skills. The City contracts with local youth-serving organizations for the following:

- Recruit and enroll youth in the program
- Provide youth with high-quality job-readiness training
- Identify organizations to serve as work sites for youth
- Act as the employer-of-record/fiscal sponsor for youth whose wages are subsidized through the program

OWDB partnered with Oakland Fund for Children and Youth (OFCY) on the 2022-2025 Request for Proposals (RFP) through the Career Access and Employment for Youth In-School: Summer Jobs – Transition to Adulthood funding strategy that was released January 10, 2022. Proposals were reviewed by OFCY staff, an outside group of readers and reviewers, OFCY Planning and Oversight Ad-Hoc Review Subcommittee, as well as OWDB staff. Funding recommendations are made with consideration to location of services, service to priority populations, strategic alignment, past performance, and reasonableness and feasibility of budget and activities. Lao Family Community Development, Inc., Youth

Employment Partnership, and Trybe Inc. were recommended for the OWDB Summer Youth Employment Program. The OWDB approved funding recommendations on the May 5, 2022 meeting

FISCAL IMPACT

This request represents a budget that includes funding for three organizations for summer youth employment. The 2024 OWDB SYEP is being supported by the following additional funding sources:

Measure HH: As part of the City’s biennial budget, the OWDB was granted \$400,000 annually from Measure HH (sugar-sweetened beverage tax). The goal of this investment is to help connect young people’s summer work experiences to support the primary mission and vision of these funds. A total of \$50,000 of Measure HH funding is allocated to staff to administer and monitor the program.

ATTACHMENTS:

Resolution 24-____ Summer Youth Employment Program

OAKLAND WORKFORCE DEVELOPMENT BOARD

RESOLUTION NO. 24-_____

RESOLUTION OF THE OAKLAND WORKFORCE DEVELOPMENT BOARD AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE GRANT AGREEMENTS FOR THE 2024 SUMMER YOUTH EMPLOYMENT PROGRAM BETWEEN THE CITY OF OAKLAND AND THE FOLLOWING NONPROFIT ORGANIZATIONS:

(1) LAO FAMILY COMMUNITY DEVELOPMENT, INC. IN AN AMOUNT NOT TO EXCEED OF ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000);

(2) YOUTH EMPLOYMENT PARTNERSHIP, INC. IN AN AMOUNT NOT TO EXCEED OF ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000); AND

(3) TRYBE, INC. IN AN AMOUNT NOT TO EXCEED TWELVE THOUSAND FIVE HUNDRED SEVENTY-TWO DOLLARS (\$12,572)

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

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

WHEREAS, the City of Oakland's Summer Youth Employment Program prioritizes services for youth from historically disadvantaged communities, including Black, Latinx, Native American, and Pacific Islander opportunity youth not connected to the traditional school system. Services focus on youth who are not working, have little to no work experience, are aged 16-21, and reside in East Oakland, Fruitvale, and West Oakland. The Summer Youth Employment Program provides Oakland youth with opportunities to earn money, gain meaningful work experience and improve their job-readiness skills; and

WHEREAS, the City partnered with Oakland Fund for Children and Youth (OFCY) on the 2022-2025 Request for Proposals (RFP) through the Career Access and Employment for Youth In-School: Summer Jobs - Transition to Adulthood funding strategy; and

WHEREAS, for the 2024 Summer Youth Employment Program effort, a total of three (3) organizations submitted qualified applications to operate subsidized summer jobs; and

WHEREAS, as part of the City's biennial budget, a total of Four Hundred Thousand Dollars (\$400,000) was granted to the City annually from Measure HH, the sugar-sweetened beverage tax, with the goal of helping connect young people gain summer work experience. A total of Fifty Thousand Dollars (\$50,000) of such Measure HH funding is allocated to staff to administer and monitor the program; now, therefore, be it

RESOLVED: That the Board hereby approves and authorizes program grant agreements in an amount not to exceed Two Hundred Sixty-Two Thousand Five Hundred Seventy-Two Dollars (\$262,572) for the City's 2024 Summer Youth Employment program with the following providers:

1. Lao Family Community Development, Inc. in an amount not to exceed One Hundred Twenty-Five Thousand Dollars (\$125,000)
2. Youth Employment Partnership, Inc. in an amount not to exceed One Hundred Twenty- Five Thousand Dollars (\$125,000)
3. Trybe, Inc. in an amount not to exceed Twelve Thousand Five Hundred Seventy-Two Dollars (\$12,572); and be it

FURTHER RESOLVED: That the Board authorizes the re-allocation of Two Hundred Sixty-Two Thousand Five Hundred Seventy-Two Dollars (\$262,572) in Measure HH (SSBDT) Fund (1030), Workforce Development Organization (85311), Various Accounts, Measure HH Healthy Kids Program Project (1003817), Workforce Development Program (SC03) for the service providers listed above; and be it

FURTHER RESOLVED: That the Board authorizes the allocation of \$50,000 in Measure HH funding to support City staff positions using funding in Measure HH (SSBDT) Fund (1030), Workforce Development Organization (85311), Various Accounts, Measure HH Healthy Kids Program Project (1003817), Workforce Development Program (SC03); and be it

FURTHER RESOLVED: That the Board hereby authorizes the staff to apply for, accept, and appropriate grants and contributions and to allocate any additional funds raised for the 2024 Summer Youth Employment Program to be distributed to these organizations in a manner consistent with the Summer Youth Employment Program goals and service providers' organizational capacity without returning to the OWDB for approval; and be it

FURTHER RESOLVED: That grants and contributions for the Summer Youth Employment Program will be deposited and appropriated into the Miscellaneous Trust Fund (7999), Workforce Development Org (85311), Various Accounts (TBD), Mayor Summer Youth Project (1000500), Workforce Development Program (SC03); and be it

FURTHER RESOLVED: That each contract for workforce development activities shall have specific performance benchmarks consistent with program regulations, and that the City shall terminate the contract of a service provider that materially fails to meet contract performance, with funds reallocated to existing service providers; and be it

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

PASSED BY THE FOLLOWING VOTE:

AYES -

NOES –

ABSENT –

ABSTENTION –