



# **OAKLAND WORKFORCE DEVELOPMENT BOARD MEETING**

**Thursday, August 3, 2017**

**8:30 a.m. – 11:00 a.m.**

**Hearing Room 4  
Oakland City Hall  
One Frank H. Ogawa Plaza**



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# City of Oakland Workforce Development Board Meeting

Date: \_\_\_\_\_

Hearing Room \_\_\_\_\_

Oakland City Hall

One Frank H. Ogawa Plaza

Oakland, CA 94612

Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

Board Roll Call	Absent or Present	Approve Board Minutes	Action Item Vote #1	Action Item Vote #2	Action Item Vote #3	Action Item Vote #4
Elena Anaya, Vice Chair						
John Brauer						
Kathleen Burris						
Kori Chen						
Rose Doss						
Dan Ferreira						
Herb Garrett, Chair						
Polly Guy						
Jonna Hensley						
Derreck Johnson						
Lisa Kershner						
Jowel Laguerre						
Darien Louie						
Michael McDonald						
Doreen Moreno						
Chudy Ndebe						
Gilbert Pete						
Ruben Rodriguez						
Brian Salem						
Obray Van Buren						
Total Present		-	-	-	-	-
Yes Votes	-					
No Votes	-					
Abstentions	-					
Recusals	-					

Motion: 1<sup>st</sup>: \_\_\_\_\_ Motion: 1<sup>st</sup>: \_\_\_\_\_

Motion 2<sup>nd</sup>: \_\_\_\_\_ Motion 2<sup>nd</sup>: \_\_\_\_\_

Motion: 1<sup>st</sup>: \_\_\_\_\_ Motion: 1<sup>st</sup>: \_\_\_\_\_

Motion 2<sup>nd</sup>: \_\_\_\_\_ Motion 2<sup>nd</sup>: \_\_\_\_\_

# **OAKLAND WORKFORCE DEVELOPMENT BOARD (OWDB)**

## **REGULAR MEETING NOTICE**

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

### **Hearing Room 4**

Thursday, August 3, 2017

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.*

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Venus D. Johnson, Director of Public Safety, Mayor's Office	
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<b>V. PUBLIC FORUM</b>	
(For items that members of the public wish to address that are NOT on the agenda)	
<b>VI. STAFF REPORTS</b>	
<b>VII. ANNOUNCEMENTS</b>	
<b>VIII. CLOSING REMARKS</b>	
<b>IX. ADJOURN</b>	

**NEXT OWDB MEETING IS THURSDAY, NOVEMBER 2, 8:30A-11:00A**

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.

**City of Oakland Workforce Development Board  
Meeting Minutes**

Hearing Room 3  
Oakland City Hall  
One Frank H. Ogawa Plaza  
Oakland, CA 94612

**Members in Attendance:** John Brauer, Kori Chen, Herb Garrett, Derreck Johnson, Lisa Kershner, Jowel Laguerre, Darien Louie, Gilbert Pete

**Absent Members:** Kathleen Burris, Rose Doss, Dan Ferreira, Polly Guy, Michael McDonald, Doreen Moreno, Chudy Nnebe, Ruben Rodriguez, Brian Salem, O Bray Van Buren

The City of Oakland Workforce Development Board convened in a regular meeting on June 22, 2016 at the Oakland City Hall at One Frank H. Ogawa Plaza, Oakland, CA 94612 (Hearing Room 3).

1. The Board meeting was called to order by the stand-in Board Chair, Kori Chen at 9:11am.
2. A Board Staff Member Called the Roll. A Board quorum was met. 61% of the Board Members were present at the meeting, but unfortunately one of the Board members had a conflict of interest and had to recuse himself from voting. A quorum was ultimately not met.
3. The Action Item was presented: FY 2017-18 Budget, but no vote was taken due to a lack of a quorum.
4. The Board Meeting was adjourned at 10:31 a.m.

## **City of Oakland Workforce Development Board Meeting Minutes**

Hearing Room 3  
Oakland City Hall  
One Frank H. Ogawa Plaza  
Oakland, CA 94612

**Members in Attendance:** John Brauer, Kori Chen, Herb Garrett, Derreck Johnson, Lisa Kershner, Darien Louie, Doreen Moreno, Chudy Nnebe, Gilbert Pete, Ruben Rodriguez, Brian Salem

**Absent Members:** Kathleen Burris, Rose Doss, Dan Ferreira, Polly Guy, Jowel Laguerre, Michael McDonald, O Bray Van Buren

The City of Oakland Workforce Development Board convened in a regular meeting on July 12<sup>th</sup>, 2016 at the Oakland City Hall at One Frank H. Ogawa Plaza, Oakland, CA 94612 (Hearing Room 3).

1. The Board meeting was called to order by the Board Chair, Herb Garrett at 9:17am a.m.
2. A Board Staff Member Called the Roll. A Board quorum was met. 61% of the Board Members were present at the meeting.
3. The Board Chair called for the adoption of the day's Agenda.
4. The Board Chair addressed the first action item: Approve the FY 2017-18 OWDB Provisional Budget & Recommendations. The recommendation to the board was to approve the OWDB fiscal year (FY) 2017-2018 budget including recommended "up-to" (maximum) funding levels as presented in the attached report and forward to consideration for adoption/approval by the Oakland City Council at the meeting on July 18, 2017.
5. The OWDB Executive Director presented each the Budget Action Item.
6. There were two speaker cards for the Budget Action item.
7. Chudy Ndebe made the 1<sup>st</sup> motion to approve the four policies. Brian Salem made the 2<sup>nd</sup> motion. There was a unanimous approval vote from the Board members. The motion carried. There were no recusals.
8. There were 6 speaker cards for the Public Forum.
9. The Executive Director and Board Staff presented reports and information on Summer Youth Employment.
10. An announcement was made by the OWDB Executive Director that there are now 300 additional Summer Youth jobs.
11. The Board Chair made called a motion to adjourn the meeting.

12. Darien Louie made the first motion to adjourn. Gilbert Pete made the second motion to adjourn. The motion passed.
13. The Board Meeting was adjourned at 10:31 a.m.



## ITEM II.a. – PRESENTATION



**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2017**  
**Re: City of Oakland Community Safety Plan**

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As part of helping the OWDB membership become more informed about initiatives within the City of Oakland that are complementary to its work, the OWDB staff wanted to bring forward a presentation of its Community Safety Plan, which naturally includes an emphasis of employment. Below are a few excerpts from the Oakland Comprehensive Community Safety Plan and the first Priority Action Plan to help frame some of its elements.

*Although Oakland has historically experienced intolerable levels of community violence, the city has seen a steady improvement in violent crime statistics over the last several years. Total shootings and homicides have declined 39% since 2012, the year that largely preceded Ceasefire's adoption as Oakland's gun violence prevention strategy (Figure 1). Robberies have decreased in Oakland by 38% since 2013 (Figure 2), and the Oakland Police Department has seen impressive reductions in use of force incidents (73%) and officer misconduct legal claims (68%) since 2012.<sup>2</sup> While these statistics are promising, there is still much work to do.*

*While violence impacts the entire city, systemic racism creates conditions where community violence is concentrated in low-income neighborhoods and disproportionately impacts African American and Latino communities. In particular, the data reveal that gun-related violence and homicide involve a relatively small subset of group-involved young men primarily in parts of East and West Oakland. Disrupting the cycle of violence and helping these young men acquire permanent housing; educational services and stable employment will immediately reduce violence throughout the city. Aligning efforts to address the needs of these individuals at highest risk and their families will address the historical inequities and current realities of trauma in our communities and will create social conditions to ensure those impacted by violence can heal and live in a healthy and strong community.*

*Oakland's residents and leaders are firmly committed to adopting a holistic approach to addressing the conditions that lead to violence and toward creating a climate of restoration for the individuals and communities impacted by it. In 2015, Oakland's Mayor joined with the Oakland City Council President, the Oakland Superintendent of Schools, the Oakland Police Chief and 35 leaders from community-based organizations, social services agencies, philanthropy, think-tanks and law enforcement to examine the factors leading to the persistent high levels of violence in Oakland. With the support of Prevention Institute, these leaders examined data and local and national best practices to chart a course to work together to make Oakland among the safest urban cities in the United States.*

Today, OWDB members will hear from Venus Johnson, Director of Public Safety for the Office of Mayor Libby Schaaf, about the priority actions being taken to help implement the Oakland Community Safety Plan, also suggesting ways for the OWDB to help support these efforts.





**ITEM # III.a.**



**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2017**  
**Action Item: 2017 Summer Jobs – Updates & Increases to Service Provider Allocations**

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**RECOMMENDATION**

That the Oakland Workforce Development Board (OWDB) approve the following motions:

- 1) Accept an additional \$750,000 from Marc & Lynne Benioff to support FY 2017 Earn and Learn East Bay youth summer services, as well as additional miscellaneous funds that have been raised to date;
- 2) Approve funding increases and categorical funding shifts as represented in the 2017 summer funding allocation chart (TABLE 1) made possible by these additional funds to the following organizations:
  - a. Lao Family Community Development
  - b. Youth Employment Partnership,
  - c. Unity Council
  - d. Youth Uprising.

**BACKGROUND**

The *Mayor's Summer Job Program* aims to expand the paid opportunities available to Oakland youth and provide Oakland employers a way to invest in youth by either hiring or sponsoring a young person.

On July 11, 2017, Mayor Libby Schaaf was joined by representatives from UCSF Benioff Children's Hospital Oakland, OUSD, and young Oakland residents to announce a \$750,000 investment from Marc and Lynne Benioff to support 300 additional summer jobs for young people in the City of Oakland.

Prior to this event, on May 31, 2017, the OWDB authorized staff to award the top four (4) proposals for FY 2017 ELEB summer services. The agencies recommended for funding were determined to have capacity and expertise to deliver the program requirements of the OHA grant as well as the ability to administer any additional funds granted through investments such as the one made by Marc and Lynne Benioff.

Resolution #84373 C.M.S. authorizes the City Administrator to apply for, accept, and appropriate grants and contributions to the City for the Mayor's Summer Jobs Program and

contract with and disburse such funds to current youth service providers for summer employment services for youth or program support services without returning to Council.

## **ALLOCATION**

### **Oakland Housing Authority Funding**

The Oakland Housing Authority (OHA) Board of Directors has again approved a \$450,000 grant to the OWDB to administer a summer employment program for 225 OHA residents between the ages of 16 and 21. The OWDB allocates to current youth service providers in our system to administer the summer program (Lao Family Community Development, Unity Council, Youth Employment Partnership, and Youth Uprising).

Providers implement a program model includes a designated number of hours of pre-employment and job retention training, and 100 hours of paid work experience at the City's new minimum wage rate of \$12.86/hr. The OHA grant pays service providers a flat fee of \$500 per participant for Program and Administrative support and up to \$1,486 for youth wages.

Historically, any costs above and beyond the \$1,986 per participant, such as training incentives and bonuses, mandatory withholding taxes, and other program costs must be borne by the service providers. That being said, the City of Oakland has historically provided additional funds to fully support these costs by providing a subsidy that is roughly \$700 per participant (for the summer of 2017, the average quoted cost for employing a young person under this model is roughly \$2,700).

### **Miscellaneous Funding**

In partnership with the City of Oakland Mayor's office, additional funds are raised to support summer opportunities. These so-called "miscellaneous" funds are intended to help defray operational and program costs not covered by the OHA grant. Any funds above and beyond those needed to cover all costs associated with the OHA grant must be used to create new summer program opportunities for youth ages 16-24, including work experience, stipend internships, service-learning and the like. The amount of outside funds that are raised each year fluctuate for a variety of reasons and are not guaranteed; the amount listed below is based on the level of funds raised to date and any outstanding (but confirmed) commitment of resources. These figures are included in this funding request to expedite approval of disbursement.

Once approved by OWDB, these funds are then disbursed to service providers at an "up-to" amount as available. The OWDB's authorization to disburse these funds is essential to receive now for purposes of program responsiveness. Per City Council fund distribution authorization, the OWDB must approve the disbursement of these funds to contracted youth service providers. Staff is recommending these not-to-exceed fund disbursements in the event the City raises \$161,500. The proposed distribution of funds is based on agency capacity estimates derived from the allocation of OHA ELEB slots, which the agencies proposed.

### **Workforce Innovation and Opportunity Act (WIOA) Funding**

The WIOA funds are intended to provide operating support for allowable summer youth activities in conjunction with year-round services, which may include defraying the costs not covered by the OHA grant or Miscellaneous funding. The miscellaneous funds are also intended to help defray the costs not covered by the OHA grant. Any funds above and beyond those

needed to cover all costs associated with the OHA grant must be used to create new summer program opportunities for youth ages 16-24, including work experience, stipend internships, service-learning and the like.

### **New Summer 2017 Funds**

Marc and Lynne Benioff have contributed \$750,000 to Earn and Learn East Bay to fund 300 new available summer opportunities for young people. The program aims to expand the paid opportunities available to Oakland youth and provide Oakland employers a way to invest in youth by either hiring or sponsoring a young person. This funding has made it possible to provide targeted outreach to specific regions in the City including West Oakland through partnership between LFCD and Attitudinal Healing Centers. The requirements to receive services under this program include Oakland residency, be age 16 to 24 and enroll with an ELEB summer youth service provider.

### **2017 Summer**

Staff recommends the following updated table for OHA service and anticipated 2017 ELEB summer program funding allocation levels:

**TABLE 1:**

<b>Earn and Learn East Bay 2017 Summer Funding Allocation Update</b>						
	<b>LFCD</b>	<b>LFCD WO</b>	<b>YEP</b>	<b>YU</b>	<b>UC</b>	<b>TOTALS</b>
<b>OHA MSJP GRANT ALLOCATIONS</b>						
Number of <b>OHA</b> Youth to be Served:	65	0	68	69	23	225
Total Cost to OHA:	\$129,090	\$0	\$135,048	\$137,034	\$45,678	\$446,850
<b>MISC./WIOA MSJP ALLOCATIONS*</b>						
Not-to-Exceed Allocation:	\$43,935	\$10,000	\$45,450	\$46,965	\$15,150	\$161,500
<b>FY 2016-17 NEW FUNDS ALLOCATIONS</b>						
Number of Youth to be Served:	55	20	112	83	30	300
Total Cost to New Funds:	\$148,500	\$54,000	\$302,400	\$224,100	\$81,000	\$810,000
<b>Service Level Total:</b>	<b>120</b>	<b>20</b>	<b>180</b>	<b>152</b>	<b>53</b>	<b>525</b>
<b>TOTALS:</b>	<b>\$321,525</b>	<b>\$64,000</b>	<b>\$482,898</b>	<b>\$408,099</b>	<b>\$141,828</b>	<b>\$1,418,350</b>

#### **Contractor Key:**

LFCD: Lao Family Community Development

YEP: Youth Employment Partnership

UC: Unity Council

YU: Youth Uprising

Staff revised the figures in Table 1 due to additional funds becoming available as reported in the July 12, 2017 OWDB meeting.

### **RECOMMENDATION**

That the Oakland Workforce Development Board (OWDB) approves the following motions:

- 1) Accept an additional \$750,000 from Marc & Lynne Benioff to support FY 2017 Earn and Learn East Bay youth summer services, as well as additional funds as have been raised;
- 2) Approve funding increases and categorical funding shifts as represented in the 2017 summer funding allocation chart (TABLE 1) made possible by these additional funds to the following organizations:
  - a. Lao Family Community Development
  - b. Youth Employment Partnership,
  - c. Unity Council
  - d. Youth Uprising.



## ITEM IV.b. – DISCUSSION



**To: Oakland Workforce Development Board**  
**From: OWDB Staff**  
**Date: August 3, 2017**  
**Re: OWDB 2017-2018 Operational Calendar**

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This memo brings forth the working draft of the 2017-2018 annual operating calendar for use by the Oakland Workforce Development Board (OWDB) and for reference and planning for board members and interested parties.

### **BACKGROUND:**

As a part of the OWDB's recent emphasis on improving operational efficiency, OWDB staff members have developed an annual operating calendar to assist the board in anticipating the yearly cycle for strategic planning, budget development and review, monitoring of expenditures, and critical compliance functions. This tool provides a quick and easy reference for all end users – staff, board, and other stakeholders – to know what ongoing activities and responsibilities are on the board's agenda for the coming year.

### **CURRENT SITUATION:**

With Fiscal Year 2017-2018 now underway, a working draft of the OWDB annual operating calendar was recently updated for the current fiscal year. Regular reference to this tool will ensure consistent and timely action on behalf of the board and its committees and will assist with advance planning when establishing committee and board agendas.

### **SCHEDULE:**

The OWDB annual operating calendar is distributed at the beginning of each fiscal year and whenever important updates and/or changes are made to it. Prospectively, it will also be included in board member informational materials and posted on the OWDB website.

### **ATTACHMENT:**

OWDB 2017-2018 Annual Operating Calendar – working draft

## Oakland Workforce Development Board (OWDB) 2017-2018 Fiscal Year Calendar – Working Draft

Month	Key Priorities	Key Operational Activities	Key Administrative Items & Events	Meeting Dates
				Board
July	17/18 Operational Budget	Convene Ad Hoc Committee meetings Final 17/18	<ul style="list-style-type: none"> <li>(Board) Approve FY 2017-2018 Provisional budget</li> <li>Select OWDB delegation for CWA Fall conference</li> </ul>	Wednesday 7/12/17
August	Compliance with administrative and regulatory requirements	<ul style="list-style-type: none"> <li>Convene Ad Hoc Committee meeting(s)</li> </ul>	<ul style="list-style-type: none"> <li>(Board) Finalize Earn and Learn East Bay Summer 2017 budget</li> <li>(Board) Review 2017-2018 operational calendar</li> <li>(Board) Discuss Ad Hoc Governance Committee</li> </ul>	Thursday 8/3/17
September	OWDB Governance	<ul style="list-style-type: none"> <li>Convene Ad Hoc Committee meeting(s)</li> <li>Comprehensive AJCC Certification</li> </ul>	<ul style="list-style-type: none"> <li>(Staff) Finalize WIOA Phase II Memoranda of Understanding (MOUs)</li> <li>(Board &amp; Staff) California Workforce Association (CWA) Fall Conference (Monterey, September 5-7, 2017)</li> <li>(Staff) Submit Comprehensive AJCC Certification Process</li> </ul>	Ad Hoc Governance TBD
October	Strategic Plan Implementation	<ul style="list-style-type: none"> <li>Establish Priorities 17/18</li> </ul>	<ul style="list-style-type: none"> <li>(Staff) Convene workgroups/develop workplan</li> <li>Develop recommendations for 2017-2018 priorities</li> </ul>	
November	Compliance and OWDB Governance	<ul style="list-style-type: none"> <li>Review 2016- 2017 performance</li> <li>(Board) Review year-end results (2016-2017) budget &amp; performance</li> <li>(Board) Review budget supported initiatives &amp; identify potential budget revisions</li> </ul>	<ul style="list-style-type: none"> <li>(Board) Review/approve final 16/17 Final Expenditures and 17/18 budget updates</li> <li>(Board Chair) Vice Chair Appointment(s)</li> <li>(Board) Review board member appointments to vacant positions</li> <li>(Board) Committee structure and governance model(s) adopted</li> <li>(Board Chair) Committee Chair appointments</li> <li>Local Workforce Development Board (LWDB) annual goals submitted to California Workforce Development Board (CWDB)</li> </ul>	Thursday 11/2/17
December	Launch Committee Work	<ul style="list-style-type: none"> <li>(Board &amp; Staff) Launch committee work</li> </ul>	<ul style="list-style-type: none"> <li>(Board &amp; Staff) Convene designated OWDB committees</li> <li>Select OWDB delegation for CWA youth conference &amp; NAWB forum</li> <li>(Staff) Submit AJCC Certification Baseline Criteria Matrix</li> </ul>	Committee Meetings (TBD)
January	Earn and Learn East Bay Summer 2018	<ul style="list-style-type: none"> <li>Earn and Learn East Bay 2018 Summer Launch</li> <li>Board Retreat</li> </ul>	<ul style="list-style-type: none"> <li>Refine 17/18 Priorities</li> <li>(Board) CWA Youth Conference (Sacramento, CA)</li> <li>(Board Committee) Establish Committee Charter</li> </ul>	Board Retreat (TBD)
February	FY 2017-2018 Budget Revision	<ul style="list-style-type: none"> <li>Mid-year performance review</li> <li>Review/refine 2017-2018 Budget</li> </ul>	<ul style="list-style-type: none"> <li>(Board) Review/Approve Committee Charters &amp; Priorities</li> <li>(Staff) Revise 17/18 Budget</li> <li>(Board) Review 17/18 progress and develop 18-19 workplan priorities</li> </ul>	Thursday 2/1/18
March	2018-19 Key Priorities	<ul style="list-style-type: none"> <li>Approve budget updates for 2016-17</li> </ul>	<ul style="list-style-type: none"> <li>(Board) NAWB Forum (Washington, DC) – March 24-27, 2018</li> </ul>	
April	Review draft budget for FY 2017-2018	<ul style="list-style-type: none"> <li>Develop draft budget for upcoming fiscal year – FY 2017-2018</li> </ul>	<ul style="list-style-type: none"> <li>(Board) CWA Spring Conference – Southern California</li> </ul>	
May	18/19 Operations	<ul style="list-style-type: none"> <li>Present draft 2018-19 budget to OWDB</li> <li>Performance Review</li> <li>PY 18-19</li> </ul>	<ul style="list-style-type: none"> <li>(Board) Approve Preliminary 2018-2019 budget</li> <li>(Board) Approve contracts and awards for 2018-2019</li> <li>(Board) Approve 18/19 Goals/Priorities</li> </ul>	Thursday 5/3/18
June	Approve final budget	<ul style="list-style-type: none"> <li>Adoption of 2018-19 Budget</li> </ul>	<ul style="list-style-type: none"> <li>Approve 18/19 Final Budget</li> </ul>	Special Meeting(s) (TBD)

NOTE: OWDB Committee Meeting Dates TBD – will be published separately

Updated as of 7/24/2017



## ITEM IV.b. – DISCUSSION



**To:** Oakland Workforce Development Board  
**From:** OWDB Staff  
**Date:** August 3, 2017  
**Re:** OWDB *Ad Hoc* Governance Committee

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### **BACKGROUND:**

With the enactment of the Workforce Innovation & Opportunity Act (WIOA), local workforce development areas were charged with pursuing a twofold process to ensure continuation from the predecessor legislation. Local Area Designation, a process to confirm the continued interest of local areas to be recognized under federal law, was completed in spring 2015; more recently (March 2016), the City of Oakland went through the local board recertification process, which in turn created a new (WIOA-compliant) board structure and appointed members to respective seats in this structure. This body is now charged with making recommendations for governance and structure.

As an appointed body by the City of Oakland Mayor, the Oakland Workforce Development Board (OWDB) is charged with recommending governance systems and structures to the Mayor so that it can fulfill its mission of overseeing the investment of federal, state, and other resources to help support workforce development in Oakland and the broader East Bay region.

Having strong governance procedures and systems for the OWDB will help to ensure efficient, effective, and transparent decision-making processes around workforce development investments in the county and broader East Bay region and ensure that customers reap maximum benefits from these efforts.

### **CURRENT SITUATION:**

At its November 3, 2016 meeting, the OWDB membership authorized the Board Chair to establish an *Ad-Hoc* Governance Committee for the purposes of establishing key leadership and oversight functions and requested that the committee develop recommendations to the full membership around bylaws, officers/leadership, committee structure and related issues for consideration. Additionally, the WDB authorized this committee to continue through the end of calendar year 2017. To date, this committee has been unable to be convened because of other competing priorities and issues.

It is anticipated that the committee will convene over the next few months and bring forth recommendations on committee structure, bylaws and officers/leadership at the November 2017 WDB meeting. These recommendations will now benefit from the fact that they can be informed by the recently completed OWDB 2017-2020 strategic workforce development plan.