

## BOARD MEETING AGENDA

December 1, 2025  
12:00 PM – 2:00 PM  
Self-Help Credit Union  
Community Room  
900 Crows Landing Rd.  
Modesto, CA 95351  
[www.stanworkforce.com](http://www.stanworkforce.com)

### Board Members

<i>Bill O'Brien, Chairman</i>	<i>Dr. Kari Knutson Miller, Ph.D.</i>
<i>Cecil Russell, Vice-Chair</i>	<i>Scott Kuykendall</i>
<i>Jennifer Shipman, Secretary</i>	<i>Mary Machado</i>
<i>Erika Angel</i>	<i>Doug Murdock</i>
<i>Margarita Cabalbag</i>	<i>Sam Romeo, MD</i>
<i>Dean Fadeff</i>	<i>Chris Savage</i>
<i>Supervisor Mani Grewal</i>	<i>Steve Stevenson</i>
<i>Jessica Hill</i>	<i>Doug Van Diepen</i>
<i>Kris Helton</i>	
<i>Will Kelly</i>	

The Stanislaus County Workforce Development Board welcomes you to its meeting, your interest is encouraged and appreciated.

The Workforce Development Board complies with all provisions of the Brown Act and the Conflict of Interest Code on file with the Stanislaus County Department of Workforce Development. See links below.

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>

<https://www.stanworkforce.com/workforce-board/>

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board. Any member of the public wishing to address the Board during the "Public Comment" period shall be permitted to be heard once for up to 5 minutes unless the Chairperson of the Board sets a different time limit. Please complete a Public Comment Form and give it to the Clerk of the Board. If you would like to provide a written comment, please email your comment form to the Clerk of the Board at [ixtak@stanworkforce.com](mailto:ixtak@stanworkforce.com) by 4:00 p.m. on the Friday prior to the meeting. Public Comment forms are available at <https://www.stanworkforce.com/workforce-board/public-comment-forms/>. Your written comment will be distributed to the Board and kept on file as part of the official record of the Board meeting.

The agenda is divided into two sections:

**CONSENT ITEMS:** These matters include routine financial and administrative actions. All consent items will be voted on as a single action at the beginning of the meeting under the section titled "Consent Items" without discussion. If you wish to discuss a consent item, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

**DISCUSSION AND ACTION ITEMS:** These items will be individually discussed.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the item is announced by the Board Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the Chairperson of the Board sets a different time limit.

**BOARD AGENDAS AND MINUTES:** Board agendas, Minutes, and copies of items to be considered by the Workforce Development Board are typically posted on the Internet on Thursday afternoons preceding a Monday meeting at the following website: [https://www.stanworkforce.com/workforce-board/#current\\_agenda](https://www.stanworkforce.com/workforce-board/#current_agenda).

**NOTICE REGARDING NON-ENGLISH SPEAKERS:** SCWD Board meetings are conducted in English. Language assistance request should be made by noon the Friday before the meeting by contacting the Clerk at 209-595-0556.

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (209) 595-0556. Notification 72 hours prior to the meeting will enable the Department to make reasonable arrangements to ensure accessibility to this meeting.

1. Call to Order
  2. Introductions
  3. Conflict of Interest
  4. Re-election of Officers
  5. Public Comment Period
  6. Committee Reports
    - A. Business Development Committee – Kris Helton
      1. Statistics Report presented at the October 16<sup>th</sup> Committee meeting
    - B. Career Development Committee – Jennifer Shipman
      1. Statistics Report presented at the November 24<sup>th</sup> Committee meeting
    - C. Youth Development Committee – Mary Machado
      1. Statistics Report presented at the October 14<sup>th</sup> Committee Meeting
    - D. Director/Board Chair Committee – Bill O'Brien
  7. Department Report
    - A. Director's Update
      1. Federal Funding Overview
      2. Senate Bill 617 (SB 617) Requirements
      3. Central Valley Business Expo: Post Event Summary
      4. "Workforce Wins" - Julie Orona, Community Outreach & Marketing Manager
  8. Consent Items
    - A. Approve the Minutes of the September 8, 2025 Stanislaus County Workforce Development Board Meeting
    - B. Approval of the 2026 Calendar Year Workforce Development Board Meeting Dates and Locations
  9. Discussion and Action Items
    - A. Approval of Nominations and Appointment of Workforce Development Board Officers
    - B. Acceptance of Information for Workforce Innovation and Opportunity Act (WIOA) Performance Indicator Reports 2024-2025
    - C. Approval of Consolidation of the Business Development Committee and Career Development Committee into a Single Committee, Select a Member of the Workforce Development Board to Serve as Chair and Take Necessary Actions for the New Committee Formation
    - D. Approval of the Definition of "Small Business" as Businesses with Nine (9) or Fewer Employees as it Pertains to Workforce Development Programs in Stanislaus County
  10. Future Topic(s), Discussion, Announcements
- Next Meeting: Upon Board Approval  
March 2, 2026  
12:00 PM – 2:00 PM  
Self-Help Credit Union

## Business Services Division Quarterly Report

Employer Engagement Activities	July 2025 to Sept 2025	July 2024 to Sept 2024	Percent Change
Total Employers Served	288	99	+191%

Employer Engagement Activities	July 2025 to Sept 2025	July 2024 to Sept 2024	Percent Change
Total Services Provided	1,358	529	+157%
• Networking Activities	374	69	+442%
• Job Posting/ Recruiting	183	223	-18%
• Referral Assistance	24	0	+100%
• Technical Asst./ LMI	13	1	+1,200%

*\*Can be same business served multiple times*

Work-based Training Activities	July 2025 to Sept 2025	July 2024 to Sept 2024	Percent Change
On-the-Job Training	0	1	-100%
Transitional Jobs	1	18	-94%
Expanded Subsidized Employment (ESE)	11	56	-80%
Community Service Program (CSP)	62	2	+3,000%

Employer Upskill Activities	July 2025 to Sept 2025	July 2024 to Sept 2024	Percent Change
Incumbent Worker Training	0	0	0%
Customized Training	0	0	0%

*\* Represents individuals trained through IWT*

Employer Job Placement Activities	July 2025 to Sept 2025	July 2024 to Sept 2024	Percent Change
Positions Filled/ Clients Hired	160	157	+109%

*\* Includes On-the-Job Trainings*

## Rapid Response Activities

1st Quarter 2025-2026			
Total WARNS/ Notifications	Businesses Provided Rapid Response Services	Total Rapid Response Events	Total Employees Impacted
7	12	5	338

## Sector Strategy Updates

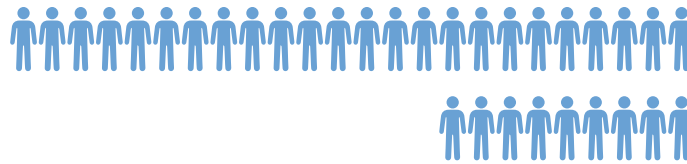
- **Agriculture Sector:** See Agriculture Sector Partnership Report located in the agenda packet.
- **Underserved Business Sector:** Agreements with Modesto Chamber of Commerce, Stanislaus Latino Chamber of Commerce, Ceres Chamber of Commerce, and Stanislaus Equity Partners are in place for the 2025-2026 fiscal year. These organizations will be focusing on working with Underserved Businesses within specific zip codes or a specific focus area (such as women-owned businesses). SCWD may explore the addition of more partnering organizations if needed to focus on other geographic areas or specific focus groups.
- **Healthcare Sector:** See Healthcare Sector Partnership Report located in the agenda packet.
- **Manufacturing Sector:** Stanislaus County Workforce Development has contracted with the Manufacturers Council of the Central Valley (MCCV) as the convening authority and will begin plans soon to hold their first sector partnership meeting. Also, the requests for quotes process has begun for organizations to step forward and implement the plans that have been identified as crucial to the success of this vital sector through the Stanislaus 2030 initiative.
- **Construction Sector:** See Construction Sector Partnership Report located in the agenda packet.
- **Warehouse/Logistics–** Stanislaus County Workforce Development continues to explore convening authority options within this sector as well as overall design and implementation possibilities. Efforts will be underway soon to initiate a strategic execution process.

# STANISLAUS COUNTY WORKFORCE DEVELOPMENT



## CAREER SERVICES QUARTERLY REPORT

**209**  
WIOA Participants



**183** Adult  
**26** Dislocated Worker

### WIOA Totals

	Total
Total Clients (Adult, DW*)	209
New Enrolled	26
Employed at Exit	21
Ave Wage at Exit	\$21.23
Active VT*	23
Complete VT*	3
Employed After VT*	9

\*VT = Vocational Training    DW = Dislocated Workers

### ELIGIBILITY APPS Q1 (Adult, DW)

Completed	94
Enrolled	24
Total	121

### JOB READINESS WORKSHOPS

#### WTW

**1,215**  
Attendees

**183**  
Unique  
Individuals

### JOB CENTER VISITS (By Location)

	Total
Modesto Comprehensive AJCC	2,251
Oakdale Resource Center	145
Patterson Resource Center	90
Turlock Job Club Center	435
Total	2,921

### WIOA

**81**  
Attendees

**29**  
Unique  
Individuals

### APPLICATIONS DURING Q1

	Total	Adult, DW Program Entry Date
Closed, Never Enrolled	26	
Complete, Not Enrolled	70	
Currently Enrolled	24	24
Incomplete	1	
Total	121	24





## Stanislaus County Youth Employment

### Summary

Most of the client youth employment is centered in the Retail Trade Industry (25%), Educational Services (11%), and Accommodation and Food Services (10%). The top occupations are “Stockers and Order Fillers” (15.6%), “Recreation Workers” (9%), and “Retail Salespersons” (9%).

Youth clients are entering industries and occupations that already employ a large share of young workers.

### Top Industries/Occupations for Client Youth Employment

Most youth employment among our clients is concentrated within a few key industries and occupations.

#### Top Industries:

- Retail Trade (25%)
- Educational Services (11%)
- Accommodation and Food Services (10%)

#### Top Occupations:

- Stockers and Order Fillers (15.6%)
- Recreation Workers (9%)
- Retail Salespersons (9%)

### Stanislaus County Overall Youth Employment for Identified Industries/Occupations

The following research was conducted to determine if the top industries and occupations where youth clients are finding employment are youth-heavy across Stanislaus County overall. It was determined that the following occupations and industries naturally employ a higher share of young workers (aged 14-24).

#### Occupations

Age Breakdown	Stanislaus County Jobs	Stockers and Order Fillers	Recreation Workers	Retail Salespersons
14-18	2.6%	3.2%	5.7%	4.9%
19-24	10.7%	21.0%	20.4%	23.6%
26-34	20.6%	22.9%	19.6%	19.2%
35-44	22.3%	19.0%	17.4%	14.9%
45-54	20.1%	15.5%	16.1%	13.2%
55-64	15.9%	12.3%	13.2%	13.6%
65+	7.8%	6.1%	7.6%	10.6%

# STANISLAUS COUNTY WORKFORCE DEVELOPMENT



## Industries

Age Breakdown	Stanislaus County Jobs	Retail Trade	Educational Services	Accommodation and Food Services
14-18	2.6%	3.8%	3.9%	14.2%
19-24	10.7%	17.9%	9.2%	26.3%
26-34	20.6%	21.3%	22.8%	18.3%
35-44	22.3%	19.7%	22.2%	15.3%
45-54	20.1%	16.1%	19.4%	11.4%
55-64	15.9%	13.5%	13.7%	8.3%
65+	7.8%	7.7%	8.8%	6.2%

Green: This occupation/industry contains a greater portion of this age group Red: This occupation/industry contains a lower portion of this age group

## Data Source

Data is focused on WIOA Youth Employment between 7-1-2024 and 6-30/2025.  
Stanislaus County age employment data sourced from Lightcast.

## Occupation and Industry Age Breakdown

Age Breakdown	Countywide (Baseline)  Stanislaus County Jobs	Occupation			Industry		
		Stockers and Order Fillers	Recreation Workers	Retail Salespersons	Retail Trade	Educational Services	Accommodation and Food Services
14-18	2.6%	3.2%	5.7%	4.9%	3.8%	3.9%	14.2%
19-24	10.7%	21.0%	20.4%	23.6%	17.9%	9.2%	26.3%
26-34	20.6%	22.9%	19.6%	19.2%	21.3%	22.8%	18.3%
35-44	22.3%	19.0%	17.4%	14.9%	19.7%	22.2%	15.3%
45-54	20.1%	15.5%	16.1%	13.2%	16.1%	19.4%	11.4%
55-64	15.9%	12.3%	13.2%	13.6%	13.5%	13.7%	8.3%
65+	7.8%	6.1%	7.6%	10.6%	7.7%	8.8%	6.2%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

### Color Key:

Green	This occupation/industry contains a greater portion of this age group
Red	This occupation/industry contains a lower portion of this age group

Data Source: Lightcast





## Senate Bill No. 617

### CHAPTER 229

An act to amend Section 1401 of the Labor Code, relating to employment.

[Approved by Governor October 1, 2025. Filed with Secretary of State October 1, 2025.]

### LEGISLATIVE COUNSEL’S DIGEST

SB 617, Arreguín. California Worker Adjustment and Retraining Act.

Existing law, the California Worker Adjustment and Retraining Act, governs mass layoffs, relocations, and terminations. Existing law prohibits an employer, with certain exceptions, from ordering a mass layoff, relocation, or termination at a covered establishment without giving prescribed written notice to the employees, the Employment Development Department, and other local agencies.

This bill would require employers to include in the notice whether the employer plans to coordinate services through the local workforce development board or another entity, as specified, and information regarding the statewide food assistance program known as CalFresh, as specified.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

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THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

#### SECTION 1.

Section 1401 of the Labor Code is amended to read:

**1401.** (a) An employer may not order a mass layoff, relocation, or termination at a covered establishment unless, 60 days before the order takes effect, the employer gives written notice of the order to the following:

- (1) The employees of the covered establishment affected by the order.
- (2) The Employment Development Department, the local workforce development board, and the chief elected official of each city and county government within which the termination, relocation, or mass layoff occurs.

(b) An employer required to give notice of any mass layoff, relocation, or termination under this chapter shall include in its notice the elements required by the federal Worker Adjustment and Retraining Notification Act (29 U.S.C. Sec. 2101 et seq.).

(c) An employer required to give notice of any mass layoff, relocation, or termination under this chapter shall include in the notice whether the employer plans to coordinate services, such as a rapid response orientation, through the local workforce development board, the employer plans to coordinate services through a different entity, or the employer does not plan to coordinate services with any entity.

- (1) Regardless of whether the employer chooses to coordinate services with the local workforce development board or another entity, the employer shall include in the notice a functioning email and telephone number of the board and the following description of the rapid response activities offered by the local workforce development board in accordance with Chapter 32 (commencing with Section 3102) of Title 29 of the United States Code:

“Local Workforce Development Boards and their partners help laid off workers find new jobs. Visit an America’s Job Center of California location near you. You can get help with your resume, practice interviewing, search for jobs, and more. You can also learn about training programs to help start a new career.”

(2) If the employer chooses to coordinate services with the local workforce development board or another entity, the employer shall arrange services within 30 days from the date of the notice.

(d) An employer required to give notice of any mass layoff, relocation, or termination under this chapter shall include in the notice a description of the statewide food assistance program known as CalFresh (Chapter 10 (commencing with Section 18900) of Part 6 of Division 9 of the Welfare and Institutions Code), the CalFresh benefits helpline, and a link to the CalFresh internet website.

(e) An employer required to give notice of any mass layoff, relocation, or termination under this chapter shall include in the notice a functioning email and telephone number of the employer for contact.

(f) Notwithstanding the requirements of subdivision (a), an employer is not required to provide notice if a mass layoff, relocation, or termination is necessitated by a physical calamity or act of war.

### Board Meeting Minutes

Monday, September 8, 2025

Self-Help Credit Union

Community Room

900 Crows Landing Rd., Modesto, CA 95351

12:00 p.m. – 2:00 p.m.

#### Members in attendance:

Bill O'Brien, Chair	Jessica Hill
Cecil Russell, Vice-Chair	Scott Kuykendall
Erika Angel	Mary Machado
Margarita Cabalbag	Sam Romeo
Dean Fadeff	Jennifer Shipman
Supervisor Grewal	Doug Van Diepen

#### Members Excused Kris

Helton	Chris Savage
Will Kelly	Steve Stevenson
Kari Knutson Miller	

#### Staff in attendance: Doris

Foster	Sara Redd
Kris Ixta	Shaun Wahid (County Counsel)
Julie Mendoza	

4 additional guests were present

1. Call to Order Bill O'Brien, Workforce Development Board Chair, called the meeting to order at 12:04 p.m.
2. Introductions
3. Conflict of Interest  
Chairman O'Brien outlined the Conflict of Interest Policy.
4. Public Comment Period  
Chairman O'Brien gave information on the Public Comment Period. There were no comments.
5. Committee Reports
  - A. Business Development Committee – Doris Foster
    1. Business Services Division Year End Report  
Director, Doris Foster, reviewed the Business Services Division Year End Report. This report includes statistics on Employer Engagement Activities, Work-Based Training activities, and Employer Job Placement activities for

the period July 2024 – June 2025 compared to July 2023 - June 2024. She also provided an overview of Rapid Response activities and Sector Strategy updates for the year.

2. Business Expo November 6<sup>th</sup>

Director Foster reminded everyone of the upcoming Central Valley Business Expo and stated that the flyer would be emailed out to all board members.

B. Career Development Committee – Jennifer Shipman

Committee Chair Jennifer Shipman reported that the Committee is nearing completion of their Career Pathways Digitization Project and is working closely with staff to get it finalized.

C. Youth Development Committee – Mary Machado

1. STANdOUT! Event: Committee Chair Mary Machado provided a brief overview of the STANdOUT event, reporting that 121 youth participated and the event came in under the \$10,000 budget. She also outlined the various activities held throughout the day.

D. Central California Workforce Collaborative (CCWC) Director and Board Chair Meeting – Bill O'Brien

Chairman O'Brien provided an overview of the recent Directors and Chairs meeting held in Madera. He reported that participants identified common weaknesses across counties and agreed to explore collaborative funding strategies to share resources more effectively. Additionally, the group decided to hold these meetings bi-annually instead of annually.

6. Department Report

A. Director's Update

1. "Workforce Wins" - Julie Orona, Community Outreach & Marketing Manager presented the "Workforce Wins" video for the quarter.
2. Allocations at a Glance  
Julie Mendoza, Administrative Services Manager, presented the Allocations at a Glance for the FY 2025-2026 budget.
3. Regional Organizer Update  
Director Foster reported that regional training funds have been extended through December 2026. Some regions have not yet met their enrollment targets. Stanislaus County has already met their enrollment numbers, but continues to service and enroll clients. The Department focus is on manufacturing, Tulare County on health, and most of the other counties are also focused on manufacturing.
4. California Workforce Association Meeting of the Minds 2025 Conference  
Doris Foster, Cecil Russell and Mary Machado gave a brief overview and feedback regarding this year's conference.
5. 2024-2025 Annual Report Presentation  
Director Foster presented the Annual Report.
6. Board of Supervisors Meeting 9/9/25 - Workforce Development Month Presentation  
Director Foster noted that she will present the Annual Report at the September 9<sup>th</sup> Board of Supervisors meeting, at which the Board will also declare September as Workforce Development Month. She encouraged all board members to attend.

7. Discussion and Action Items
  - A. Approve the Minutes of the June 2, 2025 Stanislaus County Workforce Development Board Meeting  
Russell / D. Van Diepen
8. Future Topic(s), Discussion, Announcements  
Cecil Russell asked if funding would be a part of the Board meetings moving forward. Director Doris Foster stated that yes it would be.

Meeting adjourned: 1:45 p.m.



**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

BOARD AGENDA: 8.B.

AGENDA DATE: December 1, 2025

CONSENT: ☒

**SUBJECT:**

Approval of the 2026 Calendar Year Workforce Development Board Meeting Dates and Locations

**STAFF RECOMMENDATION:**

1. Approve the 2026 Calendar Year Workforce Development meeting dates and locations.

**DISCUSSION:**

At the October 24, 2024 Workforce Development Board meeting, in an effort to recognize September as Workforce Development Month, the Board approved amending the meeting schedule to hold the Board meetings on the first Monday of March, June, and December. Due to the Labor Day holiday September's meeting will be held on the second Monday of that month.

The proposed meeting dates and locations for 2026 are included in the table below:

Date	Time	Location
March 2, 2026	12:00 pm – 2:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351
June 1, 2026	12:00 pm – 2:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351
September 14, 2026	12:00 pm – 2:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351
December 7, 2026	12:00 pm – 2:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351

**POLICY ISSUE:**

The Stanislaus County Workforce Development Board's Bylaws state that the Board shall establish a regular meeting schedule.

**FISCAL IMPACT:**

There is no fiscal impact associated with this agenda item.

**WORKFORCE DEVELOPMENT BOARD PRIORITY:**

The actions recommended within this agenda item align with all the Board's priorities. These include: being *Data Driven* in decision making, communication and thoughtful leadership; inclusively strengthening and maintaining effective relationships across the Workforce Development system, focusing on the in-demand business community and other workforce partners by forming *Effective Relationships*; *Development of a Skilled Workforce* by collaborating with, and building a skilled workforce responsive to the needs of the in-demand business community; Increasing awareness of, and engagement with Stanislaus County Workforce Development throughout the community and among business partners by performing *Outreach & Engagement*; *System Alignment and Collective Impact* by informing and being informed by broad efforts and initiatives across Stanislaus County that are aligned with the mission; and attracting and pursuing funding that fosters innovation and aligns with community needs for *Diverse and Strategic Funding*. These actions align with the Board's priorities since establishing and approving next year's meeting dates ensures the Board can plan, coordinate, and monitor progress on each of these strategic areas in a timely and organized manner. Regularly scheduled meetings enable consistent data review, collaborative discussion, and informed decision-making—key elements that support the Board's commitment to effective leadership and impact across the workforce development system.

**STAFFING IMPACT:**

There is no staffing impact associated with this agenda item.

  
\_\_\_\_\_  
Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

BOARD AGENDA: 9.A.

AGENDA DATE: December 1, 2025

DISCUSSION AND ACTION: ☒

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**SUBJECT:**

Approval of Nominations and Appointment of Workforce Development Board Officers

**STAFF RECOMMENDATION:**

1. Approve the Nomination and Appointment of Workforce Development Board Officer positions of Chair, Vice Chair, and Secretary.

**DISCUSSION:**

On October 5, 2020, the Stanislaus County Workforce Development Board (SCWDB) approved the latest version of the Bylaws and on November 24, 2020, the Stanislaus County Board of Supervisors approved the SCWDB Bylaws as required by regulations. The Bylaws include the authority of the Workforce Development Board, its purpose, defines the membership, officers, meetings, committees, quorum, voting, vacancies, conflict of interest and amendments. A recommendation to amend, repeal, or alter the Bylaws, in whole or in part may be made by a majority vote of the Board. Any amendments to the Bylaws shall take effect only upon approval by the Stanislaus County Board of Supervisors.

As stated in the Bylaws under Article V Officers:

“The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two (2) years. Officers shall be elected at a regular meeting of the Board. The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to Stanislaus County Workforce Development staff.”

On January 8, 2024, the Workforce Development Board elected the following Officers for a two-year term beginning January 1, 2024, ending December 31, 2025.

- Chair – William (Bill) O'Brien
- Vice Chair – Cecil Russell
- Secretary – Jennifer Shipman

In compliance with the Bylaws, the Workforce Development Board is required to elect a Chair, Vice Chair and Secretary. The election of each of the Officers requires an action by the majority of members present. The terms of the current officers expire prior to the next scheduled meeting; therefore, the Board must elect officers at this time to ensure continuity of leadership and governance. The newly elected officers will assume positions January 1, 2026, and end December 31, 2027.

#### **POLICY ISSUE:**

The Stanislaus County Workforce Development Board (WDB) is governed by Workforce Innovation and Opportunity Act (WIOA). Per WIOA law § 107, paragraph (3) "CHAIRPERSON.—The members of the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2) (A)." WIOA law also states in § 679.310 "The CEO must establish by-laws, consistent with State policy for Local WDB membership." The current WDB bylaws, approved by the Stanislaus County Board of Supervisors on November 24, 2020, state in article V "The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two years. Officers shall be elected at a regular meeting of the Board.

#### **FISCAL IMPACT:**


No fiscal impact is associated with this Agenda Item.

#### **WORKFORCE DEVELOPMENT BOARD PRIORITY:**

Electing the Chair, Vice-Chair and Secretary most directly aligns with the "*Effective Relationships*" priority. The election of officers ensures clear and effective leadership roles, which supports strengthening and maintaining effective relationships across the workforce development system. These officers serve as key connectors, with the in-demand business community and other workforce partners and help coordinate the Board's work—so the process supports building and sustaining those relationships.

#### **STAFFING IMPACT:**

There is no staffing impact associated with this agenda item.

  
\_\_\_\_\_  
Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

BOARD AGENDA: 9.B.

AGENDA DATE: December 1, 2025

DISCUSSION AND ACTION: ☒

**SUBJECT:**

Accept Information for Workforce Innovation and Opportunity Act (WIOA) Performance Indicator Reports 2024-2025

**STAFF RECOMMENDATION:**

1. Acceptance of information for Workforce Innovation and Opportunity Act (WIOA) Performance Indicator Reports 2024-2025.

**DISCUSSION:**

At the September 8, 2025 Workforce Development Board meeting, the Stanislaus County Workforce Development Board was provided with performance metrics highlighting the Performance Indicator Report for program year 2024-2025.

WIOA	Adult	Goal	DW	Goal	Youth	Goal
Employ Q2	55.4%	72.0%	56.5%	77.0%	73.0%	75.0%
Employ Q4	58.6%	73.0%	47.8%	80.0%	68.7%	73.0%
Credential	77.6%	75.0%	81.8%	81.2%	53.3%	70.0%
Skill Gain	93.8%	70.0%	100.0%	76.0%	86.0%	63.0%
Wage	\$8,817	\$8,800	\$10,599	\$10,500	\$5,702	\$4,839

The Performance Indicator Report is predictive of performance for WIOA, but true values will not be reported until approximately March 2026. Staff informed the Board that lower projected performance may be due to Workforce Development does not screen clients for suitability prior to enrollment in WIOA services. All individuals who are unemployed or underemployed and meet WIOA eligibility requirements are offered services. Additionally, the demographic profile of participants has shifted significantly in the post-COVID period. From 2021 to 2024, CalWORKs/TANF clients increased from 58% to 73%; justice-involved clients increased from 16% to 26%; clients experiencing homelessness increased from 2% to 17%; and unemployed individuals increased from 55% to 75%.

Another factor that may be contributing to lower performance outcomes is the change in state requirements for Data Validation. The State has implemented new directives requiring local workforce boards to collect and report additional source documentation



for all clients. These changes have affected data reported in the CalJOBS system, including key performance records such as employment verification, credential attainment, and measurable skill gains. In response, staff have implemented updated policies and provided training to ensure that all required documentation is consistently collected moving forward and that data validation requirements are fully met.

Predictive Indicator Report for Program Year 2024-2025 as of End of Quarter 1:

WIOA	Adult	Goal	DW	Goal	Youth	Goal
Employ Q2	73.4%	72.0%	78.7%	77.0%	73.4%	75.0%
Employ Q4	76.3%	73.0%	60.6%	80.0%	76.3%	73.0%
Credential	53.6%	75.0%	100%	81.2%	53.6%	70.0%
Skill Gain	77.2%	70.0%	66.7%	76.0%	77.2%	63.0%
Wage	\$5056	\$8,800	\$9359	\$10,500	\$5,056	\$4,839

Time Periods for PY 2024 WIOA Annual Report Performance:

- Employment Rate 2nd Quarter After Exit 7/1/23 to 6/30/24
- Employment Rate 4th Quarter After Exit 1/1/23 to 12/31/23
- Median Earnings 2nd Quarter After Exit 7/1/23 to 6/30/24
- Credential Attainment Rate 1/1/23 to 12/31/23
- Measurable Skills Gain 7/1/24 to 6/30/25

As of October, staff are seeing the performance goals rates lining up with prior years. Staff will continue to monitor and implement procedures to ensure that performance goals established by the State are met.

**POLICY ISSUE:**

WIOA Section 121 (a) establishes performance accountability measures that apply across the core programs to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by those programs.

**FISCAL IMPACT:**


No fiscal impact is associated with this agenda item.

**WORKFORCE DEVELOPMENT BOARD PRIORITY:**

The recommended actions are consistent with the Board's priority of *Supporting a Strong and Safe Community and Delivering Efficient Public Services* by ensuring that clients have the skills needed to enter the workforce in Stanislaus County.

**STAFFING IMPACT:**

No staffing impact is associated with this agenda item.

  
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Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

BOARD AGENDA: 9.C.

AGENDA DATE: December 1, 2025

DISCUSSION AND ACTION: ☒

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**SUBJECT:**

Approval of Consolidation of the Business Development Committee and Career Development Committee into a Single Committee, Select a Member of the Workforce Development Board to Serve as Chair and Take Necessary Actions for the New Committee Formation

**STAFF RECOMMENDATION:**

1. Approve the Consolidation of the Business Development Committee and Career Development Committee into a Single Committee.
2. Select a member of the Workforce Development Board to serve as chair and allow the newly appointed chair to take necessary actions to create and name the new committee.

**DISCUSSION:**

Committee Background

- **Business Development Committee** Established on September 23, 2021, the Business Development Committee was created to strengthen collaboration with local businesses. Its mission is to ensure the development and alignment of programs that address sector needs, while providing the Stanislaus County Workforce Development Board with guidance in planning, delivering, and promoting services that support the business community.
- **Career Development Committee** Formed on November 17, 2022, the Career Development Committee originated as the Veteran's Development Committee before expanding its scope. Its mission is to maximize opportunities that promote and sustain a workforce system in Stanislaus County dedicated to economic prosperity for all residents. The committee focuses on advancing training, education, and employment opportunities that lead to successful career outcomes.

## **POLICY ISSUE:**

The Board is responsible for ensuring that its committee structure effectively supports workforce development priorities and complies with applicable governance standards. With the Career Development Committee having completed its assigned objectives, maintaining it as a separate standing committee is no longer necessary. Consolidating the Business Development Committee with the Career Development Committee will streamline operations, reduce redundancy, and enhance coordination of related initiatives. Board approval is required to formally reclassify and restructure the committees to reflect this consolidation.

### Combining these two committees will:

- Streamline Board operations by reducing overlap in responsibilities.
- Enhance collaboration between members working on related workforce and business initiatives.
- Provide a unified structure for addressing both business growth and career development needs.
- Ensure resources and expertise are leveraged more effectively to support the Board's mission.
- Create partnership with businesses and education leaders to develop new industry related training.
- Share, collect, and review data and best practices for data-driven and evidence-based recommendations for decision making.

This consolidation reflects the natural progression of the committees' work and positions the Board to operate more cohesively moving forward. Staff will work with the appointed chair to consolidate members and identify individuals to serve on the Committee.

The first action of the Committee will be to select a name, determine objectives of the committee and agree on meeting frequency and times. The Committee chair will provide updates to the Workforce Development Board quarterly at the Workforce Development Board meetings.

## **FISCAL IMPACT:**

No fiscal impact is associated with this agenda item.

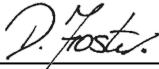
## **WORKFORCE DEVELOPMENT BOARD PRIORITY:**

The actions recommended within this agenda item align with all the Board's priorities. These include: being *Data Driven* in decision making, communication and thoughtful leadership; inclusively strengthening and maintaining effective relationships across the Workforce Development system, focusing on the in-demand business community and other workforce partners by forming *Effective Relationships*; *Development of a Skilled Workforce* by collaborating with, and building a skilled workforce responsive to the needs of the in-demand business community; Increasing awareness of, and engagement with Stanislaus County Workforce Development throughout the community and among

business partners by performing *Outreach & Engagement*; *System Alignment and Collective Impact* by informing and being informed by broad efforts and initiatives across Stanislaus County that are aligned with the mission; and attracting and pursuing funding that fosters innovation and aligns with community needs for *Diverse and Strategic Funding*.

**STAFFING IMPACT:**

No staffing impact is associated with this agenda item.

A handwritten signature in cursive script, appearing to read "D. Foster", is positioned above a horizontal line.

Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

COMMITTEE AGENDA: 9.D.  
AGENDA DATE: December 1, 2025

DISCUSSION AND ACTION: ☒

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**SUBJECT:**

Approval of the Definition of "Small Business" as Businesses with Nine (9) or Fewer Employees as it Pertains to Workforce Development Programs in Stanislaus County

**STAFF RECOMMENDATION:**

1. Approve the Definition of "Small Business" as Businesses with Nine (9) or Fewer Employees as it Pertains to Workforce Development Programs in Stanislaus County.

**DISCUSSION:**

Stanislaus County Workforce Development provides programs and services to all businesses within Stanislaus County. Services provided are:

- Labor Market Information
- Job Posting
- Employer Referrals for Assistance
- Resume Screening
- Job Development
- Employer Assessment
- Workforce Advice
- Sector Strategies
- Pre-Apprenticeships
- Direct Placement
- Work Based Learning

While services are for all businesses, some programing has been identified for small businesses. Additionally, according to federal regulations, the Workforce Development Board must be represented by two small businesses. When the definition was first presented to the Business Development Committee, the Committee requested staff research the definition of other entities.



The SBA (Small Business Administration), and by extension, workforce development departments, often use a general definition of a small business as an independent business having fewer than 500 employees. However, the SBA also uses industry-specific size standards, meaning the maximum size a business can be to qualify as small can vary depending on the North American Industry Classification System (NAICS) code. The SBA's Table of Size Standards provides definitions for NAICS codes, which vary widely by industry, revenue, and employment (<https://www.sba.gov/document/support-table-size-standards>). Stanislaus 2030 also utilizes the Small Business Administration (SBA) definition of a small business, as outlined above, to guide all relevant planning and implementation efforts.

Workforce development programs often target small businesses to assist with training, job creation, and other initiatives that benefit the local economy. Data shows that as of July 2025 there are 22,866 businesses within Stanislaus County. Based on this data, 90.40% of businesses (20,627) have nine (9) or fewer employees.

### **BUSINESS REPORT: Stanislaus County**

*Source: EconoVue (Dun & Bradstreet Database July 2025 Snapshot)*

#### **Businesses by Number of Employees**

Ex: There are 45 businesses with 0 employees; 0.20% of all businesses in Stanislaus County have 0 employees.

Number of Businesses	Number of Employees	Percent of Businesses
45	Undetermined (Unknown)	0.20%
20,627	1-9	90.20%
1,803	10-50	7.89%
228	51-100	1.00%
103	101-250	0.45%
36	251-500	0.16%
24	500+	0.10%
22,866		100.00%*

\* Rounding may result in totals less than 100%

When a business is labeled with “size = 0,” it means Dun & Bradstreet was unable to verify how many employees it has, due to limited or inconclusive data. EconoVue then converts that “undetermined” status into a numerical value of zero so it can be used in analyses. In Stanislaus County, 45 businesses fall into this category, and 30 of them are in the “Management of Companies and Enterprises” industry.

Number of employees between 0-9 are further defined in the table below.

Number of Businesses	Number of Employees	Percent of Businesses
45	Undetermined (0)	0.20%
6,814	1	29.80%
6,778	2	29.64%
2,610	3	11.41%
1,438	4	6.29%
977	5	4.27%
814	6	3.56%
503	7	2.20%
376	8	1.64%
317	9	1.39%
20,672		90.40%

Historically, Workforce Development efforts have excluded businesses with zero reported employees. However, after carefully evaluating the broader implications of including these entities and what their inclusion could mean for Stanislaus County's economic landscape. The reasoning for this consideration includes:

- Many of the “zero employee” businesses may still generate revenue, but they are often financially smaller or less likely to appear in payroll/employer datasets.
- They may be important for understanding entrepreneurship, micro-business trends, and underserved business communities (e.g. people from minority groups, immigrants, etc.).
- From a public policy perspective, “zero employee” businesses may need different kinds of support (e.g., help with contracting, access to capital even if no payroll) compared with businesses that have employees.

#### **What “Zero Employees” Businesses Tend to Be**

These are businesses that *do not formally report having any paid employees* or whose employee count is not verifiable. Common types include:

1. **Sole proprietorships / single-owner businesses**  
Often, the owner runs the business themselves without hiring others. Examples include: consultants, freelancers, and independent service providers.
2. **Partnerships or small family businesses without payroll**  
Operated by partners or family members, with no external employees on payroll.
3. **Gig Workers / Independent Contractors**  
People who contract their services rather than being on payroll. They may have clients but no employees.

4. **New or early-stage businesses**

Startups or very new businesses that have not yet hired staff but may be operating (perhaps planning to hire in the future).

5. **Non-employers / businesses with zero payroll**

Defined by the U.S. Census as businesses with no paid employees.

6. **Owner-operated “micro” businesses**

Small-scale operations managed solely by the owner, often part-time or home-based with minimal overhead.

Based on the information provided at the October 16, 2025 Business Development Committee meeting the Committee unanimously approved to recommend to the Stanislaus County Workforce Development Board to adopt a definition of a “Small Business” as any business with nine (9) or fewer employees as it pertains to Workforce Development programs within Stanislaus County.

**POLICY ISSUE:**

A clear definition of "small business" is crucial for targeted support, fair competition, and accurate economic analysis, as it helps determine eligibility for programs, ensuring resources reach businesses that need them most. A consistent definition allows meaningful data collection and analysis, helping policymakers understand the role of small businesses in the economy while also recognizing that different sectors have different characteristics and needs. Small businesses are vital to economic growth, and a clear definition helps ensure that they are able to thrive and contribute to the economy.

Workforce Innovation and Opportunity Act (WIOA) Section 169(C) STUDY OF EFFECTIVENESS OF WORKFORCE DEVELOPMENT SYSTEM IN MEETING BUSINESS NEEDS states: Using funds available to carry out this subsection jointly with funds available to the Secretary of Commerce, the Administrator of the Small Business Administration, and the Secretary of Education, the Secretary of Labor, in coordination with the Secretary of Commerce, the Administrator of the Small Business Administration, and the Secretary of Education, may conduct a study of the effectiveness of the workforce development system in meeting the needs of business, such as through the use of industry or sector partnerships, with particular attention to the needs of small business, including in assisting workers to obtain the skills needed to utilize emerging technologies.

Upon adoption, the definition of a small business as one with nine (9) or fewer employees will guide programming decisions and establish consistent classification standards for the Board’s activities.

**FISCAL IMPACT:**

There is no fiscal impact associated with this agenda item.

**WORKFORCE DEVELOPMENT BOARD PRIORITY:**

The recommended actions are consistent with the Board's priority of *Data Driven*, *Effective Relationships*, and *Outreach & Engagement* by focusing on, collaborating with, and building a strong workforce with in-demand small businesses within our community as well as increased awareness of, and engagement with Stanislaus County Workforce Development throughout the community and among business partners.

**STAFFING IMPACT:**

There is no staffing impact associated with this agenda item.

  
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Doris Foster, Director