

WORKFORCE COMMITTEE MEETING AGENDA

Workforce Development
Job Center
629 12th Street
Modesto, CA 95354
March 12, 2026
1:00 PM – 2:30 PM

www.stanworkforce.com

Committee Members

Kris Helton, Chair
Jennifer Shipman, Chair

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

The Workforce Development Committee 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://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=
<https://www.stanworkforce.com/workforce-board/#committees>

PUBLIC COMMENT PERIOD: Matters under the jurisdiction of the Committee, 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 Committee for consideration. However, California law prohibits the Committee from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Committee. Any member of the public wishing to address the Committee during the "Public Comment" period shall be permitted to be heard once for up to 5 minutes unless the Chairperson of the Committee sets a different time limit. Please complete a Public Comment Form and give it to the Clerk of the Committee. If you would like to provide a written comment, please email your comment form to the Clerk of the Business Development Committee at ixtak@stanworkforce.com by 4:00 p.m. on the day 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 Committee and kept on file as part of the official record of the Business Development Committee 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 Committee 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 COMMITTEE ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium at the time the item is announced by the Committee Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Committee will be limited to a maximum of 5 minutes unless the Chairperson of the Committee sets a different time limit.

COMMITTEE AGENDAS AND MINUTES: Committee agendas, Minutes, and copies of items to be considered by the Committee are typically posted on the Internet on Monday afternoons preceding a Thursday meeting at the following website: <https://www.stanworkforce.com/workforce-board/#committees>.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Business Development Committee meetings are conducted in English. Language assistance request should be made by noon the Monday 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 Committee 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. Public Comment Period
5. Chair Report
 - A. Purpose of the Committee
6. Department Report
 - A. Committee Member Commitment and Expectations – see bylaws (attached)
 - B. Business Services and Career Services Statistic Reports
 - C. Underserved Business-Rapid Response Funding
7. Discussion and Action Items
 - A. Approval of a Name for the Committee and Development and Approval of the Mission and Vision Statement for the Workforce Committee
 - B. Approval of the Month's, Day's and Times for the Workforce Committee Meetings
8. Future Topic(s), Discussion, Announcements
 - A. Next Steps

Next Meeting: Upon Committee Approval
Thursday, May 7, 2026
1:00 – 2:30 PM
Location: TBD

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT BOARD**

BYLAWS

**ARTICLE I
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 ("WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 et seq.

**ARTICLE III
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; (v) actively participate in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and (vi) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of Stanislaus County.

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Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. The Board shall consist of no more than twenty-eight (28) members with no limit on number of terms served, be consistent with Workforce Innovation and Opportunity Act (WIOA) regulations, as it may be amended from time to time, and meet the following requirements:

1. Business Representatives. (4 year term) A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector and:

- A. Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
- B. Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

2. Workforce Representatives. (4 year term) No less than twenty percent (20%) of the members of the Board shall consist of the workforce within the local area, who shall be:

- A. Representatives of labor organizations, who have been nominated by local labor federations, and a Representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program. If no such joint program exists in the area, such a representative may be from a state-approved apprenticeship program in the area, if such a program exists. These representatives shall amount to not less than 15 percent of local board membership;
- B. May be representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities;
- C. May be representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

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3. Education/Training Representatives. (4 year term) The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which:

- A. Shall include a representative of eligible providers administering adult education and literacy activities under title II of WIOA ("Adult Education Representatives");
- B. Shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities;
- C. May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment

4. Economic/Community Development Representatives. (4 year term) The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who:

- A. Shall include a representative of economic and community development entities;
- B. Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County;
- C. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County;
- D. May include representatives of philanthropic organizations serving Stanislaus County.

5. Other Representatives. (2 year term) The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with WIOA.

**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

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WORKFORCE DEVELOPMENT BOARD**

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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.

**ARTICLE VI
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 et seq.), and the provisions of the California Public Records Act (Gov. Code § 6250 et seq.), as either or both may be amended from time to time.

A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board.

A member may participate in Board meetings via other technologies if he or she is unable to attend the meeting physically. Such technologies may include teleconference and/or web-based meeting tools, that must be used to promote Board member participation.

**ARTICLE VII
COMMITTEES**

The Board may designate and direct the activities of standing advisory committees to provide information and to assist the Board in carrying out workforce development activities. Such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board,

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and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. The Board may delegate the Committee Chair to add and/or remove committee members as necessary. This will relieve the Board of the administrative burden should members miss multiple meetings or choose to leave the committee, and allow the committee to replace members as needed. At a minimum, the Board may designate each of the following:

1. One-Stop Operations. A standing advisory committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

2. Youth Services. A standing advisory committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

3. Individuals with Disabilities. A standing advisory committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

4. Other Committees. The Board may designate other standing advisory committees in addition to the standing committees specified above.

**ARTICLE VIII
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with Robert's Rules of Order and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board. The Board shall not permit absentee or proxy voting at any of its meetings.

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**ARTICLE IX
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board shall be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 et seq., as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Workforce Development's Conflict of Interest Policy and Code of Conduct, and annually shall file a Statement of Economic Interest as required under that Code.

**ARTICLE XI
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be provided to each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.

Revised: November 24, 2020
Revised: May 15, 2018
Revised: June 7, 2016
Created: April 5, 2016

**STANISLAUS COUNTY
WORKFORCE DEVELOPMENT COMMITTEE
AGENDA ITEM**

COMMITTEE AGENDA: 7.A.
AGENDA DATE: March 12, 2026

DISCUSSION AND ACTION:

SUBJECT:

Approval of a Name for the Committee and Development and Approval of the Mission and Vision Statement for the Workforce Committee

STAFF RECOMMENDATION:

1. Approve a name for the new Committee.
2. Develop and Approve the Mission and Vision Statement for the new Committee.

DISCUSSION:

At the Workforce Development Board meeting on December 1, 2025, the Board approved the consolidation of the Business Development and Career Development Committees into a single standing advisory body. At that same meeting, the Board authorized the appointment of leadership to guide the committee's formation. The Bylaws state that such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Stanislaus County Workforce Development Board (SCWDB) and who the SCWDB determines have appropriate experience and expertise.

During the meeting, Kris Helton and Jennifer Shipman were nominated to serve as co-chairs and to jointly lead the development of the committee's structure and direction. By accepting these roles, the co-chairs will collectively fulfill the responsibilities of both the chair and vice-chair positions. It was further approved that the committee consists of interested members of the Business Development Committee and the Career Development Committee.

With the approved consolidation of the Career Development Committee and the Business Development Committee, the new committee now needs to select the name of the committee. Additionally, with the formation of this new committee, a dedicated mission and vision statement must now be created.

As a starting point, the suggestions for the Committee are:

- Workforce Collaborative Committee
- Community Workforce Partnership Committee

- Pathways Strategy Committee
- Workforce Strategy & Innovation Committee

The Committee is also required to develop a Mission and Vision statement.

The Youth Development Committee as well as the Business Development Committee and the Career Development Committee have utilized the Workforce Development Board's Vision Statement:

"To foster a demand-driven, skilled workforce that enables upward mobility through the alignment and integration of private and public partnerships."

The previous Committee's Mission Statements were as follows:

Business Development Committee Mission Statement

Collaborate with businesses to ensure the creation and alignment of programs to address and resolve sector needs and advise the Stanislaus County Workforce Development Board with information and guidance in planning, providing, and promoting services to businesses in the community.

Career Development Committee Mission Statement

Maximize opportunities to promote and support a workforce system in Stanislaus County dedicated to economic prosperity for all residents by providing training, education and opportunities for successful employment.

The Committee must also establish its own mission statement. To support this discussion, staff has drafted the following options for consideration:

Option 1

1. *"To collaborate across business, education, training, and job seekers within the community in order to strengthen workforce pathways, provide comprehensive input to the Workforce Development Board, and guide staff with thoughtful leadership for strategic programming and effective funding."*

Option 2

2. *"To collaborate with businesses, training providers, and job seekers to foster a cohesive workforce system that provides the Workforce Development Board with strategic guidance and leads staff in the creation of innovative programming and funding."*

Once finalized and approved, the Committee's Mission Statement will be presented to the Workforce Development Board.

POLICY ISSUE:

According to the Stanislaus County Workforce Development Board Bylaws (Article V) 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 Workforce Development Board.

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.



Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT
WORKFORCE COMMITTEE
AGENDA ITEM**

COMMITTEE AGENDA: 7.B.
AGENDA DATE: March 12, 2026

DISCUSSION AND ACTION:

SUBJECT:

Approval of the Months, Days and Times for the Workforce Committee Meetings

STAFF RECOMMENDATION:

1. Approve the recommended months, days and times for the Workforce Committee meetings as well as the dates for the 2026 meetings.

DISCUSSION:

At its December 1, 2025, meeting, the Workforce Development Board approved the consolidation of the Career Development Committee and the Business Development Committee. The Stanislaus County Workforce Development Board's (SCWDB) Bylaws state that the Board shall establish a regular meeting schedule. As such, the Workforce Committee is required to set and approve a regular meeting schedule.

Proposed Meeting Schedule:

Frequency: Four times per year
Day: 1st Thursday of the month
Months: February, May, August, November
Time: 1:00 PM – 2:30 PM

Purpose of Timing: Meetings will be held prior to the quarterly Workforce Development Board meetings (March, June, September, December) so the committee can review and discuss matters that will inform the input, recommendations, and strategic guidance it provides to the Board.

Meeting Dates for the Remainder of 2026:

Thursday, May 7, 2026
Thursday, August 6, 2026
Thursday, November 5, 2026

Once the suggested meeting dates are approved by the Committee, calendar invites will be sent out to all Committee members

POLICY ISSUE:

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

FISCAL IMPACT:

No fiscal impact is associated with this agenda item.

WORKFORCE DEVELOPMENT BOARD PRIORITY:

Because the Workforce Committee directly supports the Workforce Development Board, the actions recommended in this agenda item align with all of 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.



Doris Foster, Director