



**Our Mission:** The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.

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## **Youth Committee Agenda**

**February 12, 2019**

**12:00 p.m. – 1:30 p.m.**

**300 Ellinwood Way, Bodega Bay Conference Room 2nd floor**

**Pleasant Hill, CA 94523**

- 12:00 PM PRESENTATION ITEM**  
P1 East Bay Leadership Council  
P2 Shell Ambassador Program
- 12:20 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS**
- 12:40 PM CONSENT AGENDA**  
C1 Approve January 8, 2019 Youth Committee Minutes
- 12:45 ACTION ITEM**  
A1 Recommend Appointment to the Youth Committee
- 1:00 PM DISCUSSION ITEMS**  
D1 RFP Timeline
- 1:15 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

**Next Youth Committee Meeting: TBD**

*Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 300 Ellinwood Way, 3<sup>rd</sup> Floor, Pleasant Hill during normal business hours.*

*The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925-671-4560*

## Workforce Development Board (WDB) of Contra Costa County Youth Committee Charter

| Charter Element                | Charter Agreement Information  |
|--------------------------------|--|
| <b>Business Objective</b>      | The primary objective of the WDB Youth Committee is to increase the number of youth and young adults, 16-24, who are well prepared for postsecondary vocational training, further education, and/or a career, with an emphasis on serving the most vulnerable and underserved populations and those from low-income communities.   |
| <b>Case for Action</b>         | <p>It is the vision of the WDBCCC to support a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high quality jobs and skilled workers to fill them. Our mission is to promote a workforce development system that meets the needs of businesses, job seekers, and workers, to support a strong and vibrant economy in Contra Costa County. As we advance our work toward realizing our vision a number of key factors drive our work:</p> <ul style="list-style-type: none"> <li>● Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them;</li> <li>● The employment gap is widening between those with higher levels of education and credentials and those who lack them;</li> <li>● Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation;</li> <li>● The emerging workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and</li> <li>● The difference between supply and demand indicates that there is a "skills gap" between what most emerging workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.</li> </ul> |
| <b>Requirements</b>            | <p>The WDB Youth Committee will:</p> <ul style="list-style-type: none"> <li>● Work with partners to develop systems that effectively engage employers in career development and work-based learning opportunities for youth and young adults to learn about, explore, and prepare for careers;</li> <li>● Strengthen collaborations between the local workforce system and other programs and systems that seek to help youth with significant barriers to employment;</li> <li>● Develop and implement strategies to direct Workforce Innovation and Opportunity Act (WIOA) and other resources to serve youth and young adults most in need and support their success;</li> <li>● Collaborate with and support career-focused strategies at high schools and community colleges, particularly those aligned with WDB priority industry sectors;</li> <li>● Work with partners to increase opportunities for high school graduates, dropouts and disconnected youth to transition into postsecondary education, training and careers; and</li> <li>● Work with Community Colleges, Apprenticeship Programs, Trade Schools and others to offer more opportunities for disconnected youth to achieve success.</li> </ul>  |
| <b>Boundaries / Guidelines</b> | The Youth Committee advises and influences the direction and implementation of youth services strategies as outlined in the WDB 2013-2017 Strategic Plan.  |
| <b>Team Membership</b>         | <p>The Youth Committee brings together leaders from business, economic development, education, labor, community-based organizations, youth/young adults and the public sector. The Youth Committee chair(s) is a member of the WDB Executive Committee and some members of the Youth Committee hold a seat on the Workforce Development Board. Other Youth Committee members are recruited and engaged to represent a particular perspective or constituency. The Youth Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the Youth Committee also draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to conduct specific activities.</p>  |
| <b>Timing</b>                  | The work of the Youth Committee is aligned with the timeline for the WDB's Strategic Plan.   |
| <b>Resources</b>               | The WDB and the Youth Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.   |
| <b>Review Process</b>          | <p>The Youth Committee monitors and reports its progress at regular committee meetings, the WDB Executive Committee and full WDB member meetings as appropriate.</p> <p>Progress against the WDB Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal level</p>  |

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**DATE:** February 12, 2019  
**TO:** Youth Committee Members  
**FROM:** Workforce Development Board Staff  
**RE:** **East Bay Leadership Council**

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Presented by: Kristin Connelly, CEO and Executive Director

Today, the Youth Committee will hear a presentation about the work of the East Bay Leadership Council and how we can align and better connect.

The East Bay Leadership Council (EBLC) is a public policy advocacy organization with a mission to increase economic vitality and quality of life in East Bay. The EBLC is driven by hundreds of employers who value their bold advocacy agenda, access to elected officials, networking opportunities, and regional marketing.

The EBLC's Workforce Development and Education Task Force seeks to strengthen the partnership between industry, education, public agencies and community-based organizations, to improve workforce preparation and promote life-long learning for economic vitality and quality of life in the East Bay.

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**DATE:** February 12, 2019  
**TO:** Youth Committee Members  
**FROM:** Workforce Development Board Staff  
**RE:** **Shell Ambassadors**

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Presented by: Bill Mahoney, Instrumentation & Electrical Supervisor (Retired) Shell Oil Company

Today, the Youth Committee will hear a presentation about the Shell Ambassadors.

Shell's Martinez Refinery, in operation since 1915, is both a pioneer and a pacesetter. Throughout its history, it has amassed a tradition of technical achievement, and is currently one of the most complex refineries in the world.

Located 30 miles northeast of San Francisco on about 1,000 acres of land, Shell's Martinez Refinery combines state-of-the-art facilities and equipment to convert up to 165,000 barrels of crude oil a day into many useful products. These products include automotive gasoline, jet fuel, diesel, petroleum coke, industrial fuel oils, liquefied petroleum gas, asphalt, and sulfur.

Operations and Maintenance jobs at the Shell Martinez Refinery are essential to the ongoing successes of the company. Today, we will hear about the outcome of a community outreach pilot program Shell launched in partnership with the Association of Manufacturers Bay Area, Earn & Learn, and Dream It, Do It.

**Youth Committee Meeting Minutes**  
**January 8, 2019**  
**300 Ellinwood Way, Monterey Rm.**  
**Pleasant Hill, CA 94523**  
**12:00pm – 1:30pm**

**12:10 pm Mike McGill call to order** and reminder of potential conflict of interest

Delayed start time due to technical difficulties with the PC screen, IT was called.

**Board Members in attendance:** Mike McGill, Vittoria Abbate, Sean Laurant, Mayling Alvarado, Drew Douglass, Robert Muller, Steven Beall, Bill Mahoney, Sean Laurant (for Carol Asch),

**Excused:** Jose Carrascal, Carol Asch

**Others in attendance:** Donna Van Wert, Gina Del Carlo, Oscar Dominguez, Thomas Appling, John Navarra, Anna Ramos, Maryam Adalat, Melanie Torres, Zayra Jimenez, Elana Metz

**Public Comment – None**

**Presentation Item – Year Up presented by John Navarra, Recruitment Manager for DVC**

Year Up's mission is to close the Opportunity Divide by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education.

We achieve this mission through a high, support, high expectation model that combines marketable job skills, stipends, internships and college credits. Our holistic approach focuses on students' professional and personal development to place these young adults on a viable path to economic self-sufficiency.

**Consent Agenda 1 – Approve December 11, 2018 Youth Committee Minutes**

**C1 – Approve Minutes** 1<sup>st</sup> Steven Beall, 2<sup>nd</sup> Bill Mahoney, all in favor, 0 – apposed, 0 – abstained

**D1 – Discussion Item 1 Reading with Relevance presented by Elana Metz, Founding Director of Moving Forward Education**

We are a collective of progressive educators on a mission: sharing and scaling the program we've built for (and with!) our students over the last decade, to inspire relevant reading experiences, heartfelt conversations, and instructional breakthroughs in classrooms across the nation.

Recent Outcomes - Common Core Standards Assessment

Over the past two years, 501 low-income, academically struggling students in Oakland showed an average 50.33% increase in their mastery of English language arts skills after 16 hours of Reading with Relevance instruction. The data were found to be statistically significant at the highest level,  $p < .01$ .

## **D2 – Discussion Item 2 Chamber and City Summer Internship Meeting**

### **Oakland Youth Summer 2018 Internships/ Jobs Coordination**

Stakeholders: Earn & Learn East Bay, Oakland Unified School District, City of Oakland Workforce Development Board, Oakland Metropolitan Chamber of Commerce

Results:

The employer outreach for summer jobs and internships was considered a significant improvement over prior years. Key elements included: Having one shared employer outreach list; developing a common recruitment message; being able to deliver this message to employers en masse through ELENA; using a common pledge form that employers could easily fill out, which because it was sent to them through ELENA, would then automatically create a pledge record in the Salesforce database when they responded.

Over 120 employers pledged summer internship and job placements. Over 720 OUSD youth had summer opportunities. These results were a 25% increase in students placed than prior years, and OUSD was able to provide a larger student stipend.

### **Worked Based Learning City Collaboration Meeting**

Tuesday, December 11, 2018, 1:00 pm-3:00 pm, Concord Chamber of Commerce, 2280 Diamond Blvd. #200 Concord, CA

Participants:

Earn & Learn East Bay, City and Chamber of Concord, City of Antioch, Contra Costa Office of Education, Antioch Unified School District, City and Chamber of Pittsburg, Mt. Diablo Unified School District, San Ramon Valley Unified School District, City and Chamber of Danville, City and Chamber of San Ramon, Pittsburg Unified School District

- Introduction to Earn & Learn East Bay (Carmen)
- Developing Models of City/Chamber/District Collaboration
- City Collaboration Focused Conversations

### **Chair's Report Upcoming Events**

Next Agenda we will have Kristen Connelly present

Next Agenda we will approve/decline to consider application, Thomas Appling

### **Meeting Adjourn**

**Next Meeting: February 12, 2019 at 300 Ellinwood Way, 2<sup>nd</sup> floor - Bodega Room., Pleasant Hill, CA 94523, 12:00pm – 1:30pm**

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**DATE:** February 12, 2019  
**TO:** Youth Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Recommend Appointment to the Youth Committee**

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This memo brings forth the recommendation for appointment of the following individual to the Workforce Development Board of Contra Costa County's Youth Committee:

**DEFINITION OF A COMMITTEE MEMBER**

WIOA eliminated the requirement to have a Youth Council and suggested standing committees be established to advise on One-Stop Partner issues, youth services, and services to individuals with disabilities.

Board members have the ability to appoint committee members. Being a member on a committee consists of being on an advisory body to the full board of the Workforce Development Board that makes recommendations on local and regional presented agenda items.

A member of a committee does not have the same rights as a board member. While members of a committee may be entitled to vote on decisions within the committee, a committee does not have legal authority to govern the organization, and, like other committees, any tasks or powers of the committee are delegated by the board and ultimately subject to the direction and control of the board.

**RECOMMENDATION**

Recommend the appointment of Thomas Appling to the Youth Committee

Action on this item will result in an appointment to the Youth Committee.

**ATTACHMENTS**

**A1a** Thomas Appling application form



# Contra Costa County Workforce Development Board Youth Committee Membership Application

## Committee Member Contact Information

|                             |  |
|-----------------------------|--|
| <b>Organization/Company</b> | Dept. of Labor - Job Corps - Northern California |
| <b>Title/Position</b>       | Outreach Coordinator                             |
| <b>First Name</b>           | Thomas   |
| <b>Last Name</b>            | Appling  |
| <hr/>                       |  |
| <b>Street Address</b>       | 1330 Broadway, Suite 432                         |
| <b>City</b>                 | Oakland  |
| <b>State</b>                | CA <input type="button" value="v"/>              |
| <b>Zip Code</b>             | 94612  |
| <b>Phone Number</b>         | 415-937-2553                                     |
| <b>E-mail</b>               | appling.thomas@jobcorps.org                      |

## Board Questions

What is your interest in serving as a youth committee member and your anticipated contribution to the committee?

### Response

As the community liaison in West Contra Costa, speaking with youth organizations all over the county, I have the bandwidth and desire to make a difference helping young people through your committee. We offer a host of wraparound services to youth 16-24 including job training & placement assistance, free meals & housing, plus medical & counseling. I have the support of the National Job Corps office to support your mission. It would be an honor to work on this committee.

**DATE:** February 12, 2019  
**TO:** Youth Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **WIOA YOUTH RFP DISCUSSION**

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This report presents an update on WIOA Youth Service Providers in Contra Costa County for Program Year 2018/19.

## **A. BACKGROUND AND DISCUSSION**

The WDB and its Youth Council typically issue a Request for Proposals for WIOA Youth Services every three years. In order to comply with County policy and WIOA requirements regarding competitive process, a new RFP was issued on December 23, 2016 for services to begin July 1, 2017. After successfully prevailing in their bids, the current service providers were awarded contracts in July 2017 in response to RFP #1150; these contracts may remain in place for up to 3 years. The WDB's contracts with its current youth service providers, Contra Costa County Office of Education and the Mount Diablo Unified School District, run through June 30, 2019. A new procurement will need to be initiated in late 2020 for the start of the 2021-2022 program year.

### Request for Proposal Process:

Past RFP development through the WDB has involved the process of: 1) hold a meeting with community stakeholders to identify possible geographic needs and service trends, 2) convene focused conversations with current service providers to discuss current program trends and identify gaps in current program design and 3) identify WDB and Youth Council members to work with staff and consultant(s) on the program design component of the RFP process.

## **B. D1a Draft RFP Timeline**

**RFP Timeline**

| <b>REQUEST FOR PROPOSAL #</b>             | <b>TIMELINE</b>      |
|---|----------------------|
| <b>Event</b>                              | <b>Date/Location</b> |
| RFP Published                             | 9/2019               |
| Mandatory Bidders Conference              | TBD                  |
| Notice of Intent to Submit a Proposal Due | TBD                  |
| Response to RFP Due                       | TBD                  |
| Fiscal Evaluation & Review Period         | TBD                  |
| Youth Council acts on Recommendations     | TBD                  |
| Conditional Award Letter(s) Sent          | TBD                  |
| Appeal Period                             | TBD                  |
| Appeal Deadline                           | TBD                  |
| Full WDB approval of YC recommendations   | TBD                  |
| Contract Negotiation                      | TBD                  |
| Board of Supervisor's Authorization       | TBD                  |
| Contract Start Date                       | 7/1/2020             |