



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

January 8, 2019

12:00 p.m. – 1:30 p.m.

**300 Ellinwood Way, Monterey Conference Room 1st floor
Pleasant Hill, CA 94523**

- 12:00 PM PRESENTATION ITEM**
P1 Year Up
- 12:20 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS**
- 12:40 PM CONSENT AGENDA**
C1 Approve December 11, 2018 Youth Committee Minutes
- 12:45 PM DISCUSSION ITEMS**
D1 Reading with Relevance
D2 Chamber and City Summer Internship meeting
- 1:20 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

**Next Youth Committee Meeting: February 12, 2018, 12:00 p.m. – 1:30 p.m.
300 Ellinwood Way, Bodega Conference Room 2nd floor, Pleasant Hill, CA 94523**

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, 3rd 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
Business Objective	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.
Case for Action	<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"> ● 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; ● The employment gap is widening between those with higher levels of education and credentials and those who lack them; ● 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; ● 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 ● 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.
Requirements	<p>The WDB Youth Committee will:</p> <ul style="list-style-type: none"> ● 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; ● Strengthen collaborations between the local workforce system and other programs and systems that seek to help youth with significant barriers to employment; ● 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; ● Collaborate with and support career-focused strategies at high schools and community colleges, particularly those aligned with WDB priority industry sectors; ● Work with partners to increase opportunities for high school graduates, dropouts and disconnected youth to transition into postsecondary education, training and careers; and ● Work with Community Colleges, Apprenticeship Programs, Trade Schools and others to offer more opportunities for disconnected youth to achieve success.
Boundaries / Guidelines	The Youth Committee advises and influences the direction and implementation of youth services strategies as outlined the WDB 2013-2017 Strategic Plan.
Team Membership	<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>
Timing	The work of the Youth Committee is aligned with the timeline for the WDB’s Strategic Plan.
Resources	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.
Review Process	<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>

DATE: January 8, 2019
TO: Youth Committee Members
FROM: Workforce Development Board Staff
RE: **Year UP**

Presented by: John Navarra, Recruitment Manager, DVC

Today, the Youth Committee will hear a presentation about Year Up and how we can leverage services and better connect.

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.

**Youth Committee Meeting Minutes
December 11, 2018
300 Ellinwood Way, Bodega Rm.
Pleasant Hill, CA 94523
11:30am – 1:30pm**

11:30am Mike McGill call to order and reminder of potential conflict of interest

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

Excused: Jose Carrascal, Carol Asch, Robert Williams III, Drew Douglass

Others in attendance: Donna Van Wert, Gina Del Carlo, Patience Ofodu, Thomas Appling, Salone Platenburg, John Navarra, Alejandra Chamberlain, Denise Clark, Anna Ramos, Maryam Adalat, Erin Larkins, Bethany Rivard, Deneah Murphy, Pamela Gernan

Public Comment – None

Presentation Item – Job Corps presented by Thomas Appling, Outreach Coordinator, Northern California Job Corps.

Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor that helps young people ages 16 to 24 improve the quality of their lives, through career technical and academic training.

Consent Agenda 1 – Approve November 13, 2018 Youth Committee Minutes

C1 – Approve Minutes 1st Vittoria Abbate, 2nd Steven Beall, all in favor, 0 – apposed, 0 – abstained

D1 – Discussion Item Engaging Committee Members in 2019

- We are meeting monthly the second Tuesday of the Month 11:30am – 1:30pm.
- Proxy will be allowed in the Youth Committee Meeting. The proxy can only attend a limited amount of meetings, TBD. Proxy must be assigned to the Youth Committee at the beginning of the year.
- Internship models with the cities - Cities chambers and schools were invited. We have committed partners in Earn and Learn from the school's side and the business organization side, we need the cities involved in work base learning.
- Worked Based Learning - Tuesday, December 11, 2018, 1:00 pm-3:00 pm at the Concord Chamber of Commerce, 2280 Diamond Blvd. #200 Concord, CA.
- Applications for Youth Committee Members must be submitted to the Workforce Development Board. We will be sending the applications to the interested parties once Gina and Patience finalize the application via email. The YC and BED committees are

trying to align the application. Once the applications are completed and received back, we can solidify the Youth Committee Members.

Chair's Report Upcoming Events –

Any upcoming events are welcome please share with us, we like to keep you all updated on what we are doing for example:

- Mike McGill is leaving after the meeting to go to the National Association of Workforce Professionals Conference in Chicago.
- The California Workforce Association, Youth @Work Conference 2019, in Long Beach in January 22nd – 24th, 2019. Jose, Gina and Tara will be presenting the Work Base Learning and the Equity Gap. This is a youth provider meeting, anyone interested in going please let us know. Mayling volunteered to attend in Mike McGill's place.
- Mayor's conference group – Gina will check on availability.
- Monday, December 17th at 2pm at the WDB there will be a DEA Grant planning meeting the event is Feb 19th. We will forward the invitation via email from Donna.
- West County Job Fair in collaboration with Contra Costa College in March information will come out maybe
- Presentation - Oct 5th, 222 students Manufacturing Day - Presented video
- Youth providers will present aligned data. quarterly instead of at every meeting

Next Agenda Item –

- Provide a list of future conferences

Meeting Adjourn 1:15pm

Next Meeting: January 8th, 2019 at 300 Ellinwood Way, Monterey Rm., Pleasant Hill, CA 94523, 11:30am – 1:30pm

DATE: January 8, 2019
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: WIOA Reading with Relevance Pilot

Committee members are invited to join this discussion to learn about piloting Reading with Relevance with WIOA youth in Contra Costa County.

About Reading with Relevance:

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.

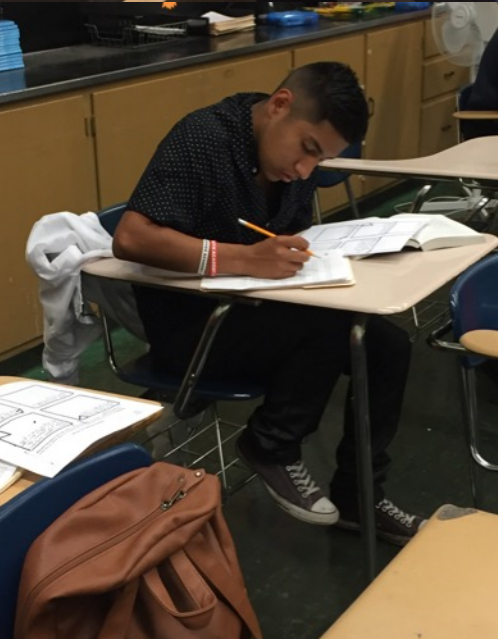
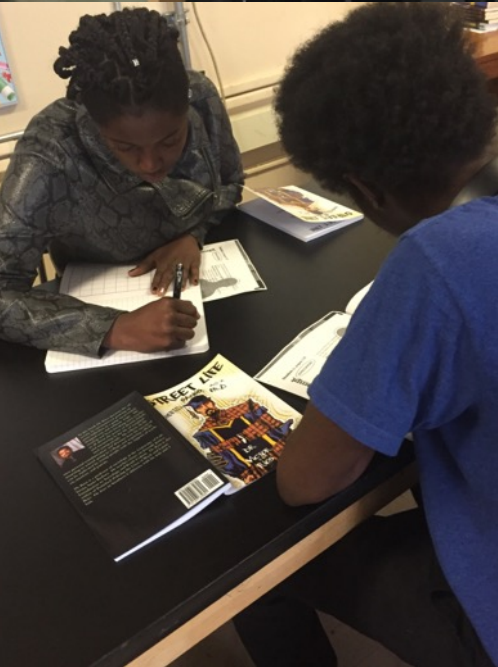
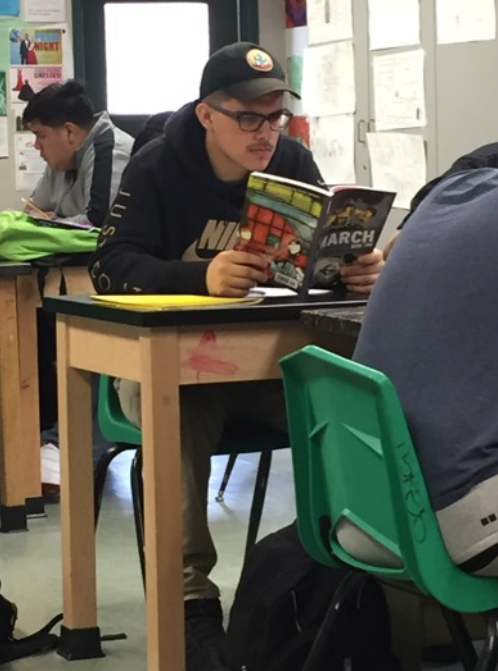
We wrote Reading with Relevance because we couldn't find the tool we needed to effectively teach our students. Most of the young people in our classrooms not only came to us two to four years below their grade level, but also with very real social and emotional struggles that sometimes felt more important than school. We came to believe that meeting students' social and emotional needs was the key to unlocking their academic potential.

Reading with Relevance leverages student interest in highly engaging social and emotional learning activities to develop crucial academic skills: reading fluency, comprehension, and critical thinking. We turn barriers to learning into the very tools that accelerate literacy.

ATTACHMENTS

- D1a:** Contra Costa Case Study
- D1b:** Reading With Relevance Research & Efficiency

Reading with Relevance Accelerates Student Achievement



School Profile

City/State:
Martinez, California

Ethnicity:

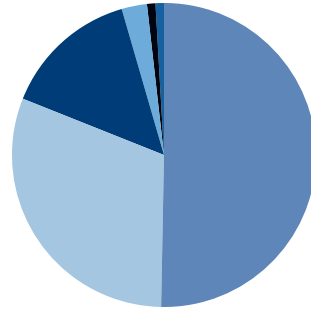
African American: 50.4%
Latino: 30.8%
White: 14.5%
Asian/Pacific Islander: 2.7%
Two or More Race: 0.9%
None Reported: 0.9%

School Type:
County-Operated
Court School

District Enrollment:
233 students in court
& community schools

School Enrollment:
110 students

Grades:
7-12



>> Overview

The Contra Costa County Office of Education operates programs for high-risk youth, including those referred by probation and by local school districts for expulsion, behavioral issues or school attendance problems, and those in probation court facilities. The programs seek to provide challenging academic curriculum and assist students in developing positive social skills.

>> Challenge

The population served in court schools are students who have not experienced success in the traditional education system: they are high schoolers operating with elementary-level skills who have bounced between school placements and don't see themselves as learners. These students' sense of disconnection from school is a key factor in their path to court school; however, their school leaders Robert Bowers and Rebecca Vichiquis saw a critical opportunity to re-engage them through meeting their academic and social/emotional needs. "One hundred percent of my students have experienced some kind of trauma, shares Bowers. "If we want to teach them, we have to address what's going on under the surface."

>> Solution

“For the first time, my students have been asking to read. They’ve been asking to write. They have been inspired by Reading with Relevance, which centers around books that mirror the social emotional challenges they face in their communities. Teachers are experiencing stronger relationships with their students and are beginning to understand the importance of SEL.”

-Robert Bowers,
Assistant Principal

“My students were ASKING to start their essays today!! What the??? I’ve never had any student ask to start an essay. EVER.”

-Caryn Quezada, Teacher

“The students love the novel. They read willingly and eagerly, without much prodding from me at all. When I handed them the books they lit up. Highly engaging for them! Every day they ask, ‘Are we going to read today?’ An English teacher couldn’t ask for much more than that!”

-Brian Singer, Teacher

“I think students should do Reading with Relevance because every student in my class was fighting just to read a part of the book. This book is sad and funny at the same time...it has a lot of feeling. This book shows you a new culture you probably didn’t know about.”

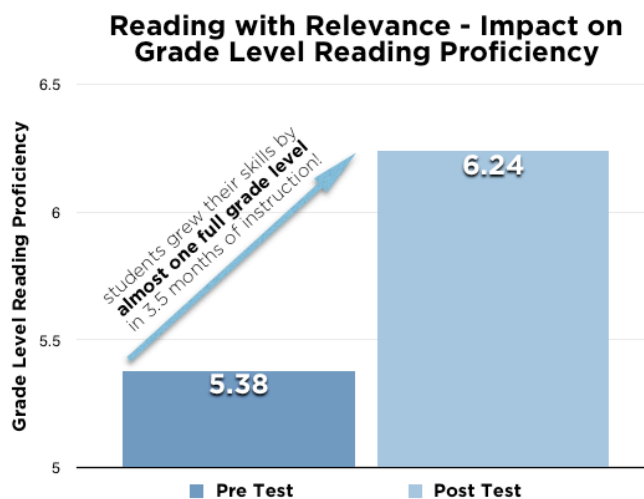
-Court School Student

Bowers began looking for a program that would meet the academic and social/emotional needs of his students. He selected Reading with Relevance based on its use of culturally-relevant texts, its integration of social/emotional learning standards, its ease of use for teachers, and its history of success with students years behind grade level literacy skills.

With the support of career pathway funding, CCCOE began implementing the program during the winter of 2017. The process began with teacher training, modeling, and coaching, supporting teachers to develop the capacity to integrate social, emotional, and academic learning, and dig deep into meaningful conversations with their students about novels like The Hate U Give and The Absolutely True Diary of a Part-Time Indian.

>> Results

Reading with Relevance was a powerful catalyst for student achievement. Students’ grade-level reading skills were assessed before and after participation in the program. Students experienced a statistically significant improvements in their reading proficiency, showing nearly one full grade level of growth (0.86 years) during three and a half months of instruction. Students with disabilities, who represented 31% of the intervention group, showed a literacy gain of 1.08 grade levels--making more than a year’s progress during only one-third of a school year. This is the power of uniting academic and social emotional learning - engaging students in their own success!



“I have seen on average **a full grade level increase in reading ability** with all students enrolled in the program. Students also are beginning to develop the pro-social classroom skills that result in increased engagement and less time outside of the classroom.”

-Robert Bowers, Assistant Principal

Reading ^{with} Relevance

D1b

Building INDEPENDENT READERS and THINKERS

Research & Efficacy

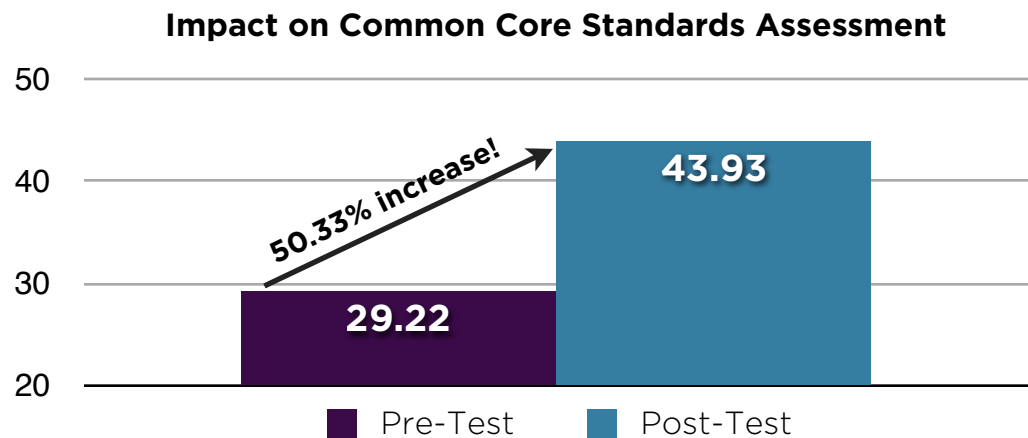


Reading with Relevance was designed by a team of educators tasked with providing research-based intervention services to the highest-need students at their school sites, delivering improved outcomes on high-stakes state assessments.

Reading with Relevance has since impacted over ten thousand students, supporting them to demonstrate their mastery of ELA skills across a variety of assessment tools.

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, $p < .01$.



DATE: January 8, 2018
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: City /Chamber Partnership Meeting

This discussion item invites committee members to have a strategic dialogue around collaboration with Cities, Schools, and Chambers of Commerce to coordinate summer internships.

Earn & Learn East Bay and the Contra Costa County office of Education held a partnership meeting on Tuesday, December 11. The goals of the meeting included sharing resources to strengthen current work-based learning experiences for youth and to pull together stakeholders to identify programs to further develop and successful models to replicate.

C. ATTACHMENTS

D2a: ELEB Case Study Oakland Summer Youth Internships

D2b: Work-based learning collaboration meeting agenda



Oakland Youth Summer 2018 Internships/ Jobs Coordination

As a resource to other communities, this document identifies some learnings from Oakland's Earn & Learn East Bay summer jobs and internship campaign in 2018. The purpose of this document is to provide observations on how to support increased coordination among civic agencies so there can be more and better experiences for youth.

Stakeholders:

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

Background:

Historically, Oakland has had a number of organizations working on summer jobs and internships for youth. A challenge for employers who want to provide a job or internship is that they can be solicited by multiple agencies with different asks. A challenge for youth is that there are different programs that they can pursue for a summer experience that offer different experiences (for examples, the amount of pay or stipend they will receive, quality of supervision and how well the experience matches their interests). A challenge for the agencies involved is that they are operating under different program mandates (for examples, whether students have to be in school, the student's economic status or who is serving as the employer of record). The key government and civic agencies involved recognized the challenges of this situation and also that not having a more unified system limits their ability to serve more youth.

Process for Coordination:

Beginning in December 2017, staff of Earn & Learn East Bay, Oakland Unified School District (OUSD), the Oakland Workforce Development Board (WDB) and the Oakland Metropolitan Chamber of Commerce (Chamber) began to meet to identify how there could be one Oakland youth summer internships/ jobs program for the summer of 2018. OUSD has run its own summer internship program, coordinated at the district office for many years, as part of its Linked Learning college and career pathway program. The City of Oakland through the WDB contracts with several community organizations to provide summer jobs, with additional funds for youth wages provided by the Public Housing Authority for qualified participants. Increased coordination among public agencies is an interest of city leadership. It was noted that other

cities are also working on stronger coordination, including One Summer Chicago, an emerging effort in Houston and a long-standing successful program in Boston.

Several areas for coordination were identified:

- Employer outreach
- Student matching/ placement
- Preparing employers
- Supporting students and employers during internships
- Fundraising/ resource development

Over the next five months, meetings continued between these agencies, with a focus on coordinated employer outreach. Employer outreach was considered the easiest area to focus on as the City's contracts with community organizations to organize summer jobs and these contracts did not require them to have their youth programs be part of a coordinated campaign (and changing these contracts was not deemed possible before the summer of 2018). The Chamber became less involved in the coordination meetings after the initial plans were developed, as much of the details of how the coordination would happen would be done by OUSD and the WDB, although the Chamber continued to be available as needed.

Coordinated employer outreach was supported by the recent development of Earn & Learn East Bay's database, ELENA (Earn & Learn Employer Network Activated!). ELENA uses the Salesforce platform and allows users to track and manage employers who are interested in providing work-based learning experiences for youth, with an emphasis on supporting better coordination among different users and organizations. As OUSD and the WDB identified how they could develop and communicate a shared message to employers and track response, they built their process around the functionality of ELENA.

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.

Learnings:

- Significant time had to be spent in the initial work to develop a shared understanding of what coordination would mean. While all parties would have ideally liked to have one system overall, there were differences each agency was operating under because of

regulation, mission, contracts and other factors that made some elements difficult to quickly consolidate. This intention of one integrated program did support shared work in the easiest area to coordinate, employer outreach.

- Once staff at the different agencies had agreement on what they would coordinate on, technology was a significant aid to the work. ELENA, the employer outreach tool using the Salesforce platform, was a critical element in allowing for mass marketing to employers, creating pledges in ELENA from employer response and tracking activity. These aspects of the process had previously been hard to coordinate and even harder among multiple users.
- The agencies involved chose to have a shared brand to the program. The City had traditionally run a Mayor's Summer Jobs program, and the Mayor identified she did not need to have her title on the job. While most of the students placed in summer experiences were students in OUSD, not all were, including youth not in school, and so identifying the program with the school district was not appropriate. The agencies involved were willing to operate under a shared name, Earn & Learn East Bay, which made it more recognizable for employers.
- This level of summer internship and job coordination was a good start. The next stage of work will likely involve the other areas identified but not addressed such as having a shared understanding and program for student preparation, more clear way to match youth to employers, consistent support to employers and students and common evaluation. These improvements will need continued partnership between the WDB and OUSD, including greater participation in a coordinated campaign by the city-contracted community organizations. These steps are important, as they will lead to a higher quality overall program that will have significant impact on youth as well as more involvement by employers in the future.



WORKED BASED LEARNING CITY COLLABORATION
MEETING AGENDA

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

<p>Participants: Earn & Learn East Bay City and Chamber of Concord City of Antioch Contra Costa Office of Education Antioch Unified School District</p>	<p>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</p>
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Agenda:

Time	Agenda Item
1:00	<input type="checkbox"/> Welcome & Framing (Sandy) <input type="checkbox"/> Introductions (All)
1:15	<input type="checkbox"/> Introduction to Earn & Learn East Bay (Carmen) <input type="checkbox"/> Desired Outcomes for Today (Sandy, Heather)
1:30	<input type="checkbox"/> Developing Models of City/Chamber/District Collaboration (Heather, Sandy)
1:50	<input type="checkbox"/> City Collaboration Focused Conversations: <ul style="list-style-type: none"> <input type="checkbox"/> Mt Diablo Unified School District/ City of Concord/ Chamber of Concord- Facilitator (Heather) <input type="checkbox"/> San Ramon Unified School District/ City of San Ramon/ City of Danville (Erin) <input type="checkbox"/> Pittsburg Unified School District/ Pittsburgh Chamber/ City of Pittsburg - Facilitator (Carrie) <input type="checkbox"/> Antioch Unified School District/ Antioch Chamber/ City of Antioch- Facilitator (Tara)
2:35	<input type="checkbox"/> Group Share Outs (Carrie)
2:50	<input type="checkbox"/> Closing (Sandy, Heather) <input type="checkbox"/> Next Steps (Sandy, Heather)