



**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

April 9, 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 Mount Diablo Unified School District – WIOA Youth Provider Update**
  
- 12:20 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
  - PUBLIC COMMENT**
  - INTRODUCTIONS**
  
- 12:40 PM CONSENT AGENDA**
  - C1 Approve March 12, 2019 Youth Committee Minutes**
  
- 12:45 PM ACTION ITEMS**
  - A1 Recommend Appointment to the Youth Committee**
  
- 12:55 PM DISCUSSION ITEMS**
  - D1 Youth Contract Renewals – Modification of Term Dates**
  - D2 RFP - Anticipated Funding, Timeline, Priorities, Evaluation Factors**
  - D3 Engaging Committee Members: Site Visits to Youth-Serving Organizations**
  
- 1:15 PM CHAIRS’ REPORT AND NEXT AGENDA ITEMS**
  
- 1:30 PM ADJOURN**

**Next Youth Committee Meeting: May 14, 2019**

**Additional information may be provided at the Youth Committee Meeting.**

*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 4071 Port Chicago Highway, Concord 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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## Youth Committee Meeting Minutes

March 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 Contra Costa County Office of Education – WIOA Youth Provider Update. Presented by Denise Clark, MA, CCCOE Youth Development Services Supervisor**

Program Operating Funds 18/19 - WIOA Program Base Funds (Contract with EHSD): \$710,000 and CCCOE Leveraged funding to supplement WIOA: \$463,016. Leveraged Staff Funding – Foster Youth Programs \$208,618, Workforce Programs for Students with Disabilities \$74,384, Homeless Student Services \$127,451, Reentry Program \$52,563. Work Experience Placements - Work Experience placements are based on youth interest and career plan, as determined by the ISS.

Examples of Current placements include:

Office, Administration and IT: America's Job Center, San Pablo Economic Development Center, Subversal Media, Public Defender's Office and various county library locations.

Parks, Recreation and Youth programs: East Bay Regional Parks District Interpretive program, Boys & Girls Club and Head Start

Medical/Healthcare: Sutter Health and Lifelong Medical

Construction and Landscaping: East Bay Regional Parks

Beauty and Fitness: Sally Beauty and Battlefit Gym

East County Specialist – Esperanza:

- Full-time position through leveraged funding (50% WIOA, 50% foster youth services)
- Planned caseload of 20 WIOA youth
- Co-located at Antioch Unified School District and Los Medanos College through MOUs
- Works with foster youth at AUSD to provide education and employment case management; enrolls small case load of In-School foster youth for WIOA.
- Follows up with foster youth after graduating, and if they do not attend post-secondary by the Fall semester, enrolls in WIOA for Out-of-School Services.
- Serving Foster Youth in WIOA – common barriers: change in placements, attendance, transportation issues, trauma, lack of support

**12:20 PM Mike McGill - CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**

**Board Members in attendance:** Mike McGill, Jose Carrascal, Vittoria Abbate, Sean Laurant, Mayling Alvarado, Robert Muller, Thomas Appling III

**Excused:** Drew Douglass, Carol Asch, Tara Sanders, Bill Mahoney, Steven Beall

**Others in attendance:** Salone Plattenburg, Esperanza Velarde-Ellis, Denise Clarke, Joseph Billingsly, Erin Larkins, Zayra Jimenez, Patience Ofodu, Ryan Mackey, John Navarra, Donna Van Wert, Noramah Burch, Pamela Gernan

**PUBLIC COMMENT - None**

**12:40 PM CONSENT AGENDA C1 - Approve February 12, 2019 Youth Committee Minutes**

C1 Approved Minutes 1<sup>st</sup> Robert Muller, 2<sup>nd</sup> Thomas Appling III, all in favor, 0 - Apposed, 0 – Abstained

**12:45 PM DISCUSSION ITEMS****D1 2019 Youth Committee Calendar**

Hand out 2019 YC Calendar. Please hold intervening dates and the dates highlighted meetings align with the RFP timeline

**D2 Engaging Committee Members in Setting Priorities for Service Delivery**

Hand out Engaging Committee Members. Possible areas of engagement include but not limited to the following:

- Calendar and YC Board member review for 2019 Youth Committee meetings
- Desired guest speakers and agenda topics
- Uniformity in committee member recruitment and participation
- Member proxy and effectiveness in advancing communication process
- Upcoming events
- Funded Youth Provider updates
- Desired Youth Program updates/reports to Youth Committee
- Youth section of regional plan
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**D3 RFP Timeline and Anticipated Funding**

Important dates:

April 9, 2019 – Define scope and priorities for RFP  
 May 14, 2019 – YC Recommendation for release of RFP  
 Sept. 3, 2019 – RFP published  
 Oct. 31, 2019 – Q&A posting period  
 Jan. 14, 2019 – YC recommendation of awards  
 July 1 or Oct. 1, 2020 – Contract start date  
 Google search: Youth Oakland RFP  
 Cycle shift for renewals: July 1<sup>st</sup> – Sept. 30<sup>th</sup>

**1:15 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**

Jose Carascal – Northern Waterfront: I hope we could retrain and be agile, modular, provide training.

Patience Ofodu - West Contra Costa County Career Fair taking place on 03/20/19 from 10am – 1pm  
 Please bring your job seekers. We have \$50 gift cards, must register on Eventbrite and attend the event.

**1:34 PM ADJOURN**

**Next Youth Committee Meeting: April 9, 2019**

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**DATE:** April 9, 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**

Workforce Development 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 Gina Del Carlo to the Youth Committee  
Action on this item will result in an appointment to the Youth Committee.

### **ATTACHMENTS**

**A1a** Gina Del Carlo application form



# Contra Costa County Workforce Development Board Youth Committee Membership Application

## Committee Member Contact Information

**Organization/Company**

**Title/Position**

**First Name**

**Last Name**

**Street Address**

**City**

**State**

**Zip Code**

**Phone Number**

**E-mail**

## Board Questions

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

**Response**

I am interested in supporting the mission and vision of the CCCWDB and its Youth Committee. The Youth Committee creates the space and leadership for providers to align their missions, approach, and resources to achieve more equitable outcomes for CCC youth. Earn & Learn coordinates the region's schools, colleges and businesses, to provide effective work-based learning. I am committed to leveraging the resources of Earn & Learn to support the work of the Youth Committee and staff to ensure that resources and behaviors are focused on building a regional model that has the goal of erasing the predetermination of failure for youth from communities of violence and poverty.