



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

June 11, 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 Employment Development Department (EDD) Youth Employment Opportunities Program (YEOP)**

- 12:20 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
PUBLIC COMMENT
INTRODUCTIONS

- 12:35 PM CONSENT AGENDA**
 - C1 Approve March 12, 2019 Youth Committee Minutes**

- 12:45 PM ACTION ITEMS**
 - A1 Recommend Appointments to the Youth Committee**
 - A2 Recommend Release of WIOA Youth Services RFP**

- 1:10 PM DISCUSSION ITEMS**
 - D1 Engaging Committee Members: Site Visits to Youth-Serving Organizations**

- 1:20 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**

- 1:30 PM ADJOURN**

Next Youth Committee Meeting: July 9, 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 |
|--------------------------------|--|
| 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 in 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> |

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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 1st Robert Muller, 2nd Thomas Appling III, all in favor, 0 - Opposed, 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
-

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, 2020 – YC recommendation of awards

July 1 or Oct. 1, 2020 – Contract start date

Google search: Youth Oakland RFP

Cycle shift for renewals: July 1st – Sept. 30th

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

pg

DATE: June 11, 2019
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: **Recommend Appointment to the Youth Committee**

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

Gina Del Carlo – Director, Earn & Learn

Lynn Mackey – Superintendent of Schools, Contra Costa County Office of Education

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 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 and Lynn Mackey to the Youth Committee

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

ATTACHMENTS

A1a Gina Del Carlo WDB Youth Committee application form

A1b Lynn Mackey WDB Youth Committee application form



Contra Costa County Workforce Development Board Youth Committee Membership Application

Committee Member Contact Information

Organization/Company

Title/Position

First Name

Last Name

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.



Contra Costa County Workforce Development Board Youth Committee Membership Application

Committee Member Contact Information

| | |
|-----------------------------|--|
| Organization/Company | <input type="text" value="Contra Costa County Office of Education"/> |
| Title/Position | <input type="text" value="Superintendent of Schools"/> |
| First Name | <input type="text" value="Lynn"/> |
| Last Name | <input type="text" value="Mackey"/> |

| | |
|-----------------------|---|
| Street Address | <input type="text" value="8888888888888888"/> |
| City | <input type="text" value="88888888"/> |
| State | <input type="text" value="88"/> |
| Zip Code | <input type="text" value="8888"/> |
| Phone Number | <input type="text" value="88888888"/> |
| E-mail | <input type="text" value="8888888888888888"/> |

Board Questions

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

Response

As the County Superintendent I am involved in a number of programs and services that focus on supporting youth in the area of Workforce Development.

DATE: June 11, 2019
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: **Recommendation to release RFP for WIOA Youth Services**

A. BACKGROUND

The WDB and its Youth Committee typically issue a Request for Proposals (RFP) for WIOA Youth Services every three years. After successfully prevailing in their bids the current service providers were awarded contracts in July 2014 in response to RFP #1134. In order to comply with County policy and WIOA requirements regarding competitive process, a new RFP must be issued during program year 19-20 for services to begin no later than October 1, 2020.

Past RFP development through the WDB has involved the process of:

- 1) outreach with community stakeholders to identify possible geographic needs and service trends,
- 2) convening focused conversations with current service providers to discuss current program trends and identify gaps in current program design and
- 3) identifying WDB and Youth Committee members to work with staff on the program design component of the RFP process.

B. CURRENT SITUATION

The WDB Youth Program Staff continues to outreach to the community; focused conversations with current service providers have also taken place. Additionally, an Ad Hoc Committee has been formed to identify priorities for the Youth RFP. The Ad Hoc Committee met once (May 2nd) and plans to convene a couple more times before an RFP for WIOA Youth services is published. The Ad Hoc reviewed the prior RFP, discussed performance outcomes, funding challenges, characteristics of in-school youth vs. out-of-school youth, and geographic areas of the county that have high need. Copies of the meeting agenda and supporting materials are attached to this staff report.

Contracts with current youth service providers, Contra Costa County Office of Education and the Mount Diablo Unified School District run through September 30, 2019. Renewals were processed for 15 months instead of the usual 12 months to promote more effective summer programming and to align better with WIOA Youth funding cycles.

The time needed to release an RFP, evaluate proposals, select providers, and negotiate and execute contracts can easily exceed a year.

C. RECOMMENDATION

Recommend to the Full Board and/or Executive Committee that action be taken to seek the required Board of Supervisors Approval for release of an RFP for WIOA Youth Services. If approved, the Executive Committee and/or Full Board will be able to move forward with the recommendation in June and the item could be placed on a Board of Supervisor’s meeting agenda in July.

D. FISCAL IMPACT

Exact funds available in this RFP will not be known until the State of California releases program year 2020-2021 allocations. Based on PY 19-20 Youth allocation amounts minus WDB staff and operations costs, an estimated \$1,100,000 may be available for the provision of WIOA Youth Services.

E. SCHEDULE

Approving Staff's Recommendation will ensure approvals move forward in accordance with the Board of Supervisor's meeting schedule. See the attached RFP Timeline for a detailed schedule of RFP Development Activities.

A2a: Ad Hoc Committee Meeting Agenda and supporting materials

A2b: WIOA Youth Services RFP Timeline

Ad Hoc Committee Meeting – Youth RFP

May 2, 2019

2pm – 3:30 pm

Concord AJCC, Room C

4071 Port Chicago Hwy, Ste. 250 Concord CA 94520

AGENDA

2:00 pm

- Introductions
- Meeting Requirements

2:10 pm Overview of Current Conditions

- Sample RFPs
- Current Performance Indicator Levels/Expected Outcomes
- WDB Actual Performance
- WIOA Youth Funding Allocations
- Status of Compliance Factors
 - Out of School Youth Expenditure Requirements
 - Work Based Learning Expenditure Requirements
 - Programmatic & Fiscal Monitoring Outcomes

2:30 pm Discussion

- List of Gems/Best Practices
 - Terminology - “Emerging Workforce” instead of “Youth”
 - Alignment of funding with geographic areas of high need
 - Industry-sector focus
 - Focus on Career Pathways
- Sample Evaluation Tools & Common Evaluation Factors
- Ad Hoc Recommendations for Youth Committee

Reference Information:

| | | | |
|-------------|---|---------------------------|----------------|
| I. | WIOA Title I Youth Performance Measures Statutory Requirements | Negotiated Levels | |
| | | PY 18-19 | PY19-20 |
| | • Measureable Skills Gain | 30.77% | 31.27% |
| | • Credential Attainment | 55.6% | 56.6% |
| | • In Post-Secondary Education or Employment – 2 nd Qtr. after exit | 66.0% | 68% |
| | • In Post-Secondary Education or Employment – 4 th tr. after exit | 63% | 65% |
| | • Median Earnings (Adult benchmark is \$6,100 a quarter) | baseline | baseline |
| II. | Expenditure Requirements: | | |
| | • 75% of Total Allocation must be spent on Out-of-School Youth (CA is considering 2 waivers that would modify this requirement) | | |
| | • 20% of Youth funds must be spent on Work Based Learning Activities | | |
| III. | Contra Costa WDB <u>Program</u> Funding Allocations in Previous Years (rounded to nearest 100K) | Contracted Amounts | |
| | Program Year 16-17 \$1.5 mil | | |
| | Program Year 17-18 \$1.3 mil (Revised) | | \$1,065,478 |
| | Program Year 18-19 \$1.29 mil (Revised) | | \$1,054,925 |
| | Program Year 19-20 \$1.14 mil | | \$1,125,000 |
| IV. | Priority Industry Sectors – East Bay Region and Contra Costa WDB | | |
| | • Advanced Manufacturing | | |
| | • Information & Communication Technology (ICT) | | |
| | • Biomedical | | |
| | • Healthcare | | |
| | • Transportation & Logistics | | |
| | • Energy & Construction | | |

WIOA Youth RFP Planning

Potential RFP Priorities

- Geographic Areas – High Poverty Areas, county defined-areas
- Barriers of Proposed Population
- Priority Industry Sector Alignment (jobs/school programs)
- Priority on certain WIOA Activities (example – Work experience)

Potential RFP Evaluation Factors:

- Evidence of Expertise & Organizational Experience (including Past Performance)
- Program Design and Service Delivery
- Collaboration and Partnerships
- Personnel & Staffing Plan
- Data Collection, Performance Reporting & Monitoring
- Budget & Budget Narrative
 - Program Cost
 - Leveraged Resources (cash and/or in-kind)

WIOA YOUTH SERVICES RFP TIMELINE - DRAFT
 Contra Costa

A2b

| Event | Timeline | Alternate Date |
|--|----------------------------------|----------------|
| Gather Info to Inform RFP - sample Youth RFPs, feedback from providers, best practices in youth development/ Youth Committee Meeting | Now - July 30, 2019 | |
| Interested Parties Distribution list | Now - September 2, 2019 | |
| Define scope & priorities for RFP - (Who, Services, Region, Evaluation Criteria)/ Youth Committee Meeting | Now - Aug 15, 2019 | |
| Update of RFP Amount once allocation and Carry-over estimates known | April or May, 2019 | |
| Youth Committee Recommendation for Release of RFP/ Youth Committee Meeting | June 11, 2019 | July 9 |
| Exec or Full Board Recommendation for Release of RFP | June 12, 2019 | July 10 |
| Board of Supervisors - Approval to Release RFP | July 23, 2019 | July 30 |
| Draft RFP Complete | May 10,2019 - Aug. 15, 2019 | |
| RFP Published | August 20, 2019 | |
| Bidders Conference &/or Webinars | Sept. 10, 2019 | |
| Invitation to Read/Rate - recruit review panel/Youth Committee Meeting | Sept. 3 - Oct. 31, 2019 | |
| Questions and Answers - posting period | Sept 10, 2019 - | |
| Deadline for RFP Submission | October 31, 2019 | |
| Compliance Review - Contracts | November 1-8, 2019 | |
| Fiscal Evaluation Review period/ Youth Committee Meeting | November 8 - 25, 2019 | |
| Programmatic Evaluation period | December 3 - 17, 2019 | |
| Orientation for Evaluators | December 3, 2019 | |
| Evaluators Read & Rate | December 3 - 16, 2019 | |
| Reconciliation of Scores/Ranking | December 17, 2019 | |
| Youth Committee - Recommendation of Awards | January 14, 2020 | |
| Conditional Award Letters Sent | January 14, 2020 | |
| Appeal period (10 business days from letter mailing) | January 15 - 29, 2020 | |
| Exec orWDB Full Board approval of funding recommendations | February 1, 2020 | |
| Board of Supervisors - Approval | February 1, 2020 | |
| Contract Negotiations/Contract Development | January 17 - April 1, 2020 | |
| Contract Signatures - Insurance Proof, Etc | June 22, 2020 | |
| Contract Start Date | July 1 or October 1, 2020 | |