



**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.

[WWW.WDBCCC.COM](http://WWW.WDBCCC.COM)

## **Youth Committee Agenda**

**August 13, 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      10,000 Degrees**
- 12:20 PM      CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS**
- 12:30 PM      CONSENT AGENDA**  
**C1      Approve June 11, 2019 Youth Committee Minutes**
- 12:40 PM      ACTION ITEMS**  
**A1      RFP Timeline Update, Youth Ad Committee Report & Recommendations**
- 1:00 PM      DISCUSSION ITEMS**  
**D2      Site Visits to Youth-Serving Organizations**
- 1:15 PM      CHAIRS' REPORT AND NEXT AGENDA ITEMS**  
**Family & Human Services Committee – Report**
- 1:30 PM      ADJOURN**

**Next Youth Committee Meeting: September 10, 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>

## Youth Committee Meeting Minutes

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). Presented by Huckson Hueck, EDD - Employment Program Representative, EastBay Works America's Job Center of California**

The YEOP program mission is to provide at-risk youth, between the ages of 15-25, providing assistance with educational and vocational goals i.e. HS diploma, GED, College University, Training through college/technical school. Providing services such as: Job Search Assistance, Employment Preparation, Peer Advising, Interview Training, Resume Building, Job Referrals, Dress Standards, Referrals to Education, Career Awareness, One-on One Assistance, Referrals to Trainings, Workshops. YEOP caters to the economically disadvantaged, member of a minority group, poor literacy skills, limited English skills, foster or homeless youth, gang member/associate, youth with a disability, member of a minority group, youthful offender, teen parent, at risk of dropping out. YEOP's main purpose is to educate, education is the key to success.

**12:30 PM Mike McGill - CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**

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

**Excused:** Drew Douglass, Carol Asch, Bill Mahoney, Steven Beall, Jose Carrascal

**Others in attendance:** Oscar Dominguez, Denise Clarke, Hueksohn Hueck, Anna Ramos, Lynn Mackey

**PUBLIC COMMENT - None**

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

C1 Approve Minutes 1<sup>st</sup> Thomas Appling III, 2<sup>nd</sup> Sean Laurant, All in favor, 0 - Apposed, 0 – Abstained

**12:45 PM ACTION ITEM A1 - Recommend Appointments to the Youth Committee**

Mike McGill – 0 comments or questions, 0 – bifurcate the vote

A1 Motion to approve both candidates 1st Robert Muller 2nd Thomas Appling III, All in favor, 0 - Apposed, 0 – Abstained, 0 – further discussion

Gina Del Carlo – not present due to an emergency

Lynn Mackey – “I am looking forward to learning and spreading the word and share information with the districts”

**ACTION ITEM A2 - Recommend Release of WIOA Youth Services RFP**

A2 - Recommend Release of WIOA Youth Services RFP 1<sup>st</sup> Thomas Appling III, 2<sup>nd</sup> Robert Muller all in favor,  
0 - Apposed, 0 – Abstained

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

The next meeting will be held on July 9<sup>th</sup> at Treasure Island Job Corps Center with Thomas Appling III, please arrive at 11am, be prepared to pay toll plus \$13 dollars for lunch.

TREASURE ISLAND JOB CORPS CENTER

351 Avenue H Bldg 442

Treasure Island

San Francisco, CA, 94130-1648

(415) 277-2400 phone

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

- Will provide feedback for RFP to Youth Members

**1:20 PM ADJOURN**

**Next Youth Committee Meeting July 9, 2019**

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

**DATE:** August 13, 2019  
**TO:** Youth Committee  
**FROM:** Youth RFP Ad Hoc Committee  
**RE:** **Recommended Priorities for Youth RFP**

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**A. BACKGROUND**

Preparation for the release of an RFP for Youth Services has involved:

- 1) community stakeholders to identify possible 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) the formation of an Ad Hoc Committee to establish priorities for program design

The Youth RFP Ad Hoc Committee met three times and reviewed the prior RFP, discussed performance outcomes, funding challenges, characteristics of in-school youth vs. out-of-school youth, geographic areas of the county that have high need, and priority industry alignment.

**B. CURRENT SITUATION**

Based on numerous discussions, the RFP Ad Hoc Committee makes the following recommendations:

1. WIOA Youth funds – allocation of Out-of-School (OSY) vs In-School (ISY)
  - a. 80% Out of School/ 20 % in-school maximum
  - b. Separate contracts for OSY & ISY even if the same provider

WIOA Title I requires that 80% of the Youth Allocation be spent on the Out-of-School Youth (OSY) population. While many local boards have chosen to focus solely on OSY, the RFP Ad-Hoc committee felt this was too limiting.

2. Establish a dollar amount (\$\$) that must be spent on Work-based learning as opposed to a percentage (%)

This recommendation ensures the Workforce Development Board will meet the work-experience spending requirement of 20% of the total Youth allocation.

3. Geographic priorities

This recommendation focuses investments on high poverty areas and/or in which assets and resources are scarce. Prior RFPs identified geographic needs based on an Asset Map that was done five years ago. Recognizing that assets may have changed, The Ad Hoc does not recommend establishing set dollar amounts by area. The intent is to allow RFP respondents to make the case for the need.

4. Include Automotive, Education, and Public Sector in addition to Board identified priority industry sectors

5. Require respondents who don't currently operate in Contra Costa County to have a partnership with an organization within Contra Costa
6. Evaluation factors – extra points for locally based organizations
7. Table of Proposed Deliverables to include estimated cost per participant  
This is a new reportable measure under WIOA that has not been formally tracked or reported in the past.
8. Evaluation factor – extra points for match funds (cash or in-kind)
9. Connections with industry  
The Ad Hoc Committee recommends that proposals be evaluated based on the quality of connections/level of collaboration with industry

**C. RECOMMENDATION**

Recommendation to adopt the nine Youth RFP priorities and direct staff to ensure these are reflected in the Request for Proposal.

**D. FISCAL IMPACT**

WIOA Title I Youth funding has declined drastically in the last five years. 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 \$950,000 may be available for the provision of WIOA Youth Services.

**E. SCHEDULE**

See the attached RFP Timeline for a detailed schedule of RFP Development Activities.

**A1a:** Ad Hoc Committee Meeting Agenda

**A1b:** WIOA Youth Services RFP Timeline - Updated

## **Ad Hoc Committee Meeting – Youth RFP**

August 1, 2019 1:30 – 3pm

Concord AJCC – Conference Room C

### **Agenda**

- 1:30            Introductions
- Conflict of Interest – Discussion
- 1:45            Update re: RFPs and Board of Supervisor’s approval
- 1:50            Discussion: estimated Youth RFP amounts
- 2:00            Review/Discussion of RFP Priorities
- 2:50            Update for 8/13 Youth Committee Meeting

### **Priorities for Youth RFP**

Per Ad Hoc Recommendations – over and above what is required by WIOA

1. WIOA Youth funds – allocation of Out-of-School vs In-School
  - a. 80% Out of School/ 20 % in-school maximum
  - b. Separate contracts for OSY & ISY even if the same provider
2. Establish a dollar amount (\$\$) that must be spent on Work-based learning as opposed to a percentage (%)
3. Geographic priorities
4. Include Automotive and Early Childhood Education and Public Sector in addition to Board identified priority industry sectors
5. Evaluation factors – extra points for locally based organizations
6. Require respondents who don’t currently operate in Contra Costa County to have a partnership with an organization within Contra Costa
7. Table of Proposed Deliverables to include estimated cost per
8. Evaluation factor – match funds (cash or in-kind)?
9. Connections with industry

**WIOA YOUTH SERVICES RFP TIMELINE**  
**Contra Costa**

Event	Updated Timeline
Gather Info to Inform RFP - sample Youth RFPs, feedback from providers, best practices in youth development/ Youth Committee Meeting	Now - Sep 1, 2019
Interested Parties Distribution list	Now - Sep 1, 2019
Define scope & priorities for RFP - (Who, Services, Region, Evaluation Criteria)/ Youth Committee Meeting	<b>Now - Sep 26, 2019</b>
Update of RFP Amount once allocation and Carry-over estimates known	Now - Aug 5, 2019
<b>Youth Committee Recommendation for Release of RFP/ Youth Committee Meeting</b>	<b>August 13, 2019</b>
Exec or Full Board Recommendation for Release of RFP	August 14, 2019
Board of Supervisors - Approval to Release RFP	N/A
Draft RFP Complete	Now - Sep 10, 2019
RFP Published	<b>October 1, 2019</b>
Optional Bidders Conference &/or Webinars	October 22, 2019
<b>Invitation to Read/Rate - recruit review panel/Youth Committee Meeting</b>	Oct 15 - Dec 13, 2019
Questions and Answers - posting period	Oct 22 - Nov 19, 2019
Deadline for RFP Submission	<b>December 13, 2019</b>
Compliance Review - Contracts	Dec 16, 2019 - Jan 10, 2020
Fiscal Evaluation Review period/ Youth Committee Meeting	Jan 10 - 27, 2020
<b>Programmatic Evaluation period</b>	Feb 3 - 17, 2020
Orientation for Evaluators	February 3, 2020
Evaluators Read & Rate	Feb 3 - 17, 2020
Reconciliation of Scores/Ranking	Feb. 17 -19, 2020
<b>Youth Committee - Recommendation of Awards</b>	<b>March 10, 2020</b>
Conditional Award Letters Sent	March 11, 2020
Appeal period (10 business days from letter mailing)	Mar 12 - 26, 2020
Exec orWDB Full Board approval of funding recommendations	April 8, 2020
Contract Negotiations/Contract Development	Mar 12 - June, 30, 2020
Board of Supervisors - Approval of Contract	June, July or August
Contract Signatures - Insurance Proof, Etc	August 1, 2020
Contract Start Date	<b>October 1, 2020</b>



Workforce Development Board of Contra Costa County  
Youth Committee Meeting Calendar Year 2019

JANUARY				
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- Legend:**
- Full Board
  - Executive
  - BED Committee
  - Youth Committee
  - Holidays

- (1st Tuesday in Feb, May, Aug & Nov. from 3:00 pm to 5:00 pm)
- (2nd Wednesday of alternate month of Full Board from 3:00 pm to 5:00 pm)
- (1st Wednesday of the month from 3:00 pm to 5:00 pm)
- (2nd Tuesday of the month from 12pm to 1:30 pm on the dates indicated above in pink highlight)
- (Legal holidays)

July 29, 2019

To: Family & Human Services Committee  
From: Workforce Development Board  
Youth Committee  
Re: Youth Program PY 18-19 Year-End Report

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**WIOA:**

In July 2014 the Workforce Innovation and Opportunity Act (WIOA) was enacted, replacing the Workforce Investment Act. Compared to the prior legislation, the current law places a priority on Out-of-School Youth (ages 16-24 with barriers to employment) by requiring local areas to expend a minimum of 75% of WIOA funds on this population. Other priorities include a greater focus on aligning youth services with local and regional industry needs and requiring a 20% minimum expenditure rate on work-based learning.

**Local Workforce Development Board and the Youth Committee:**

In partnership with the Board of Supervisors, the Workforce Development Board of Contra Costa administers local Workforce Innovation and Opportunity Act (WIOA) funding for the purpose of supporting a broad range of youth services leading to greater economic security.

Central to the WDB's work, is the Youth Committee – a standing committee of the full board that is comprised of board members and non-board members that collectively represent private sector employers, the community colleges, local school districts, services for individuals with disabilities, residential job training programs, state employment programs, and, most recently the Contra Costa Superintendent of Schools. The Youth Committee meets monthly to connect providers, identify gaps in service delivery and align systems.

**PY 18-19 Activities and Accomplishments**

In PY 18-19, WDB investments in Youth Programs totaled \$1,054,925 for the provision of direct services to disconnected youth via two service providers (Contra Costa County Office of Education and Mt. Diablo Unified School District).

Additionally, the WDB supports Earn & Learn through a partnership with Contra Costa Economic Partnership. Earn & Learn provides business engagement tools and the creation of a system for tracking and measuring both business and student participation in work-based learning activities.

Services for eligible youth enrolled into the WIOA Title I Youth programs are based on a comprehensive assessment, tailored to each individual and must include access to 14 Youth Elements:

- Tutoring, study skills, and dropout prevention
- Alternative education
- Paid and unpaid work experiences
- Occupational skills training
- Leadership development
- Supportive services (Transportation, child care, work uniforms, tools, etc.)
- Adult mentoring for 12 months
- Follow-up services for 12 months
- Comprehensive guidance and counseling
- Education offered concurrently with, and in the area context as workforce preparation activities and training
- Financial literacy education
- Provision of labor market information
- Activities that help youth prepare for and transition to post-secondary education and training
- Entrepreneurial skills training

In PY 18-19, 240 youth were served through the WIOA program and demographic data indicates that the WDB has been successful in reaching the most in need. 33% of the youth served were homeless at program entry, 23% have a documented disability, 26% are or have been justice involved. Currently, 18% of participants are current or former foster youth. 70 young people enrolled into WIOA were also placed in paid-work experiences that matched their career interest.

While Title I WIOA Youth programs focus on training disconnected youth and young adults, Earn & Learn Activities tend to focus on maximizing industry exposure for students who are in-school (both secondary and post-secondary). This is achieved by offering:

- Guest speakers in classrooms
- Workplace tour
- Career Mentoring
- Job Shadowing
- Work experience
- Internships
- Career Fairs
- Teacher Externships
- Industry participation on Advisory Boards

In PY 18-19, Earn & Learn served thousands of students in Contra Costa County with the majority of students participating through Mt Diablo Unified School District, Antioch Unified School District and San Ramon Valley Unified.

### **The Youth Employment Issues as outlined in California Workforce Development Board's Strategic Plan:**

While the economy has entered a period of sustained expansion and unemployment has dropped for all demographic groups and in all the state's regional labor markets, California's economy continues to be marked by demographic and regional inequality. Some of this inequality stems from differences in educational attainment, differences in demand by industry and occupation, and the sectoral composition of varying regional labor markets.

Unemployment rates continue to be stratified by race, ethnicity, and age. Members of the civilian labor force between the ages of 16 and 19 had the highest unemployment rate of any group in July 2015, with a rate of 21.7 percent. Persons between the ages of 20 and 24 had an unemployment rate that was twice (11.4 percent) as high as individuals that were 35 years or older.

California youths face a particularly challenging labor market after the events of the business cycle these last eight years. In fact, the labor force participation rates (LFPR) among California youths, and particularly teens, have steadily eroded over time.

- The LFPR among California teens peaked at 46.9 percent in March 2001.
- By the December 2005, the teen LFPR had fallen to 38.6, and by December 2010 it had fallen to 28.1 percent.
- It was only in the months of October and November 2014 that the teen LFPR appears to have bottomed out at 24.5 percent, after which it increased to 27.3 percent by July 2015.

The LFPR of California youths age 20 to 24 peaked at 76.4 percent in April 2002. By December 2005, it had fallen to 73.0 percent and by December 2010, it had fallen to 67.5 percent. In July 2015, the youth LFPR stood at 66.3 percent.

### **Industry Sector Alignment**

The WDB's portfolio of Youth services also seeks to align with local and regional industry demand. The vast majority of Title I Youth trainings and Earn & Learn activities have been in the Healthcare Industry. A representative sample of occupations include Clinical Medical Assisting, Dental Assisting, Medical Billing and Coding, Pharmacy Technician and Surgical Technician.

Advanced Manufacturing was particularly well-represented with Manufacturing Day 2018 in which 222 Earn & Learn students were exposed to a network of local manufacturing employers.

Additional priority industries identified by the WDB include Construction, Information Computer Technology (ICT), Transportation and Logistics.

### **WIOA Employment Outcomes**

Success of WIOA Title I programs is measured by a set of rigorous post-program performance measures that are negotiated with the State every year.

- In Post Secondary training or Employment 2<sup>nd</sup> Quarter post exit 66%
- In Post-secondary training Employment 4<sup>th</sup> Quarter post exit 63%
- Credential Attainment Rate 55.6%
- Measureable skills Gain 30.77%

The WDB has enjoyed a long history of meeting or exceeding performance. While data has yet to be validated, predictive reports show that the WDB is on target to meet or exceed the standards for PY 18-19.

### **Next Steps:**

Plans for PY 19-20 include the release of an RFP for Youth services. The current procurement cycle requires that services go out for bid every three years. To ensure that the RFP adequately addresses the needs of the local community, The WDB Youth Committee has formed an AdHoc Committee to make recommendations on RFP priorities. As part of this effort, the Youth Committee is recommending that new contracts begin in October 2020 vs the usual July. This new proposed contract cycle will promote more effective summer programming and align better with the WIOA Title Youth funding cycle. Plans for the expansion of Earn and Learn to WIOA Out-of-School youth are also underway. The Youth Committee and WDB continue to focus on the expansion of internships to ensure all young people have access to the many career opportunities represented by our local labor market that provide family sustaining wages.