



Youth Committee Agenda

January 14, 2019

12:00 p.m. – 1:30 p.m.

4071 Port Chicago Highway, Suite 250

Concord, CA 94520

- 12:00 PM PRESENTATION ITEM**
P1 Pilot City
- 12:25 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS**
- 12:30 PM CONSENT AGENDA**
C1 Approve December 10, 2019 Youth Committee Minutes
- 12:40 PM ACTION ITEMS**
A1 Accept Youth Committee resignations – 2 members
A2 Designation of Proxies
- 1:00 PM DISCUSSION ITEMS**
D1 Site Visits to Youth-Serving Organizations
D2 Status Update – Youth RFP
- 1:20 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

Next Youth Committee Meeting: February 11, 2020

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>

**Youth Committee Meeting Minutes
December 10, 2019
12:00 p.m. – 1:30 p.m.
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12:00 PM PRESENTATION ITEM P1 Year-Up Bay Area – Diablo Valley College Presented by John Navarrah, Recruitment Manager

We serve 160 students at the Diablo Valley College site and 600+ students annually in the bay area. Year Up is a yearlong training and internship for students in tech 5 months training and 6 months internship. We train young adults and equip them to be competitive in the marketplace and we connect them to the job. 26,000 students are served nationally. Our mission is “Closing the Opportunity Divide” 5 million young adults looking for higher education and stable career pathways and 12 million middle skills, high wage jobs available over the next decade. Our four sites in the bay area: San Francisco, Diablo Valley College, San Jose, Employer based site with Facebook.

Who can apply? Students that are between the ages 18-24, have a HS diploma or GED, eligible to work in the US, interested in a tech career, and motivation. While maintaining enrollment at Diablo Valley College, students gain valuable hands-on experience through a full-time internship at one of our corporate partners. Students earn a stipend of up to \$1000/month. 100% of qualified students earned an internship, \$54,170/year average starting wage, 72.4 employed or enrolled full/part time in college, 62% of Class 21 were offered jobs at their internship site. You can sign up at www.yearup.org/DVC. Presented a short video.

12:25 PM Mike McGill CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST

Board Members in attendance: Mike McGill, Vittoria Abbate, Sean Laurant, Bill Mahoney, Robert Muller, Gina Del Carlo

Excused: Jose Carrascal, Carol Asch, Steven Beall, Drew Douglass, Tara Sanders, Lynn Mackey

Others in attendance: Donna Van Wert, John Navarra, Denise Clarke, Veronica Ramos, Charles Brown III, Marilyn Acasio, Sbeydeh Viveros-Walton, Noramah Burch, Verneda Clapp

Public Comment – None

12:30 PM CONSENT AGENDA C1 Approve August 13, 2019 Youth Committee Minutes

C1 Approved Minutes 1st Victoria Abbate, 2nd Sean Laurant, all in favor, 0 - Opposed, 0 – Abstained

12:40 PM DISCUSSION ITEM D1 Debrief Job Corps Site Visit

We had great attendance and toured the:

Culinary Program, Carpentry Program, Agriculture (Michelle Obama Garden)

The federal government pays 30-60k per student for the program

We can promote the programs through career pathway work and career fairs for districts include parents and the service providers

**Youth Committee Meeting Minutes
December 10, 2019
12:00 p.m. – 1:30 p.m.
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DISCUSSION ITEM D2 2020 Meeting Schedule, Location & Membership

Meeting schedule and location: is the 2nd Tuesday of every month from 12 – 1:30p.m.

Location: 4071 Port Chicago Highway, Suite 250, Concord, CA 94520

Membership: Each member can have a proxy as of now use the same proxy process for all committees. How can we bring a direct youth voice to the meetings with the members of the committee? As the committee we will organize the meetings and not rely on staff.

This item can be placed in the next meeting as an agenda item if you would like to be more specific

DISCUSSION ITEM D3 Site Visits to Youth-Serving Organizations

Every 3-4 months, conduct a site visit

Add to the list as potential site visits: Mount Diablo Adult Education & Concord Community Center, Lunch at Serendipity Restaurant and Bakery

Please send us an email if you have any suggestions or would like to nominate yourself as an appropriate organization

1:05 PM Staff Report

1. EDD Monitoring of Youth Programs – Noramah Burch

We have passed with flying colors we have no findings for areas of concern. Noramah will provide the youth providers with the report out information

2. Update RFP Release – Noramah Burch

Not published yet due to some significant changes to the contracting process, contract development. The county is transitioning to an online process that is not set up for our federal funding. We still are within our 10-week minimum. We are also going off cycle; October 1st, is our contract cycle. We are looking at a January date to release the RFP.

Monday, January 6, 2020 at 9a.m. meeting with Noramah Burch, Donna Van Wert and Mike McGill

1:20 CHAIRS' REPORT AND NEXT AGENDA ITEMS

Mount Diablo Unified School District and Earn & Learn – presenting at the CWA conference January 14-16 in San Jose

Next agenda item: Proxy Membership – application process, per organization

1:25 PM ADJOURN

Next Youth Committee Meeting: January 14, 2020 at 4071 Port Chicago Highway, Concord

PG



DATE: January 7, 2020
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: **Youth Committee Membership**

A. BACKGROUND

WIOA Sec. 107 authorizes Local Workforce Development Boards to establish standing committees.

WIOA Sec. 107 – Local Workforce Development Boards

4) STANDING COMMITTEES —

A) IN GENERAL—The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following: (i) A standing committee to provide information and assist with operational and other issues relating as members representatives of the one-stop partners. (ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth. (iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

B. CURRENT SITUATION

The Youth Committee has received two letters of resignation – attached.

Thomas Appling
Steven Beall

C. RECOMMENDATION

Accept the resignation from the Youth Committee of Thomas Appling and Steven Beall

Discuss options for recruitment of new Youth Committee members

D. ATTACHMENTS

A1a: Thomas Appling Letter of Resignation

A1b: Steven Beall Letter of Resignation

A1a

From: Thomas Appling

Sent: Monday, September 30, 2019 3:33 PM

To all committee members,

Unfortunately I must resign my membership effective immediately.

There has been a changing of the guard at Job Corps, and it's the perfect time for me to pursue my passion in New Technology. It's been a pleasure serving with you, and I'm certain our efforts has made a difference.

I'm sure Treasure Island would want to honor the tour I set up for you. But they don't have my replacement in place yet. Their PR person is [Kristen Bates \(415\) 277-2376](#).

Continue on with the great work, I wish you well in every endeavor!

Thomas

Thomas C. Appling III | Outreach Coordinator | Northern California Outreach & Admissions | [Bay Area Job Corps Centers](#)

*1330 Broadway Suite 432 | Oakland, CA 94612 | (510) 817-2994 |
appling.thomas@[jobcorps.org](#) | Cell: (415) 937-2553*

From: Steve Beall
Sent: Monday, January 6, 2020 7:00 PM
To: Pamela Gernan
Cc: Noramah Burch; Mike McGill
Subject: Re: WDB - Youth Committee
Importance: High



Hi Pamela -

I must resign from the Workforce Development Board - Youth Committee. Hopefully in the near future, I will be able to re-join the committee.

Steven S. Beall, P.E.
District Manager
Rodeo Sanitary District



DATE: January 6, 2020
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: **Proxy Designation for Youth Committee Meetings**

A. BACKGROUND

In previous committee meetings (Youth Committee and the Business and Economic Development Committee), the use of designated proxies in a Member's absence has been discussed as a way to ensure quorum requirements are met; promote maximum participation in committee meetings; and keep agenda items moving forward.

B. CURRENT SITUATION

This item presents Proxy Designation Guidelines, procedures and a Proxy Designation Form for consideration.

C. RECOMMENDATION

Recommend approval of Standing Committee Proxy Guidelines and Form for use by Youth Committee Members

D. FISCAL IMPACT

None

E. ATTACHMENTS

1a: Draft Proxy Designation Guidelines and Form

WDB Standing Committee Proxy Designation

Workforce Development Board Standing Committees, as advisory committees to the full board, allow the use of a proxy when a Committee Member is not available to attend a regularly scheduled meeting. Each Committee Member shall have the option to appoint one Proxy to act on his/her behalf within the scope of the Committee.

Why appoint a proxy?

There are two main reasons why you might want to appoint a proxy.

- A Proxy shall count towards quorum requirements
- A Proxy may vote on any issues, motions or actions of the Committee

(Note that Proxies are subject to the same Conflict of Interest provisions as Committee Members.)

Who can be a proxy?

Anyone you designate may be your Proxy. It is important to note that for your proxy to count towards quorum and/or vote on your behalf, they must attend the meeting.

Proxy Designation Form:

I, the undersigned Member of the _____ Committee (Advisory body to the Workforce Development Board) hereby appoint:

Name: _____

Organization (if applicable) _____

Email address: _____

Phone: _____

as my proxy to vote on my behalf at _____ Committee Meetings.

By this appointment, all other appointments previously made by the Member are hereby revoked.

The Proxy hereby represents the Member of the Committee in the Member's absence and shall have authorization as the Member's substitute to count towards quorum and vote on any issues, motions, or actions that the Member may have voted.

This proxy shall be revocable, at any time, at the request of the undersigned voting member.

Member Signature

Printed Name

Date

DRAFT

**Workforce Development Board of Contra Costa County
Board Committee Meeting Calendar Year 2020**

D1

JANUARY				
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FEBRUARY				
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MARCH				
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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 11:30 am to 1:30 pm)
- (Legal holidays)



Workforce Development Board Youth Committee

D1

Youth Committee Site Visits and Presentations

1	Larkin Street Youth Services	Larkin Street Youth Services is a nonprofit empowering young people to move beyond homelessness. Founded in 1984, we've helped over 75,000 young adults in San Francisco by providing a continuum of healthcare, housing, employment, and education services.
2	Independent Living Skills Program	The Independent Living Skills program provides services to youth still in foster care between the ages of 16 through 21. The primary focus of the Contra Costa County's ILSP program is to identify all eligible youth and provide emancipation services and resources to all youth with the goal of preparing them for responsible adulthood and independence.
3	Local 342 Training Center	For more than a century, the United Association of Journeymen and Apprentices (Union of Plumbers, Fitters, Welders, & Service Techs) has been dedicated to excellence. To maintain these high standards of performance, the UA provides the best training available. At the UA Local 342 Training Center, Plumbers & Steamfitters Local Union 342 apprentices reach the leading edge of technology through a demanding five-year Apprenticeship Program in one of the following specialty areas:
4	East Oak Youth Development	EOYDC develops the social and leadership capacities of youth and young adults (ages 6 – 24) so that they are prepared for employment, higher education, and leadership opportunities.
5	REACH Ashland Youth Center	REACH serves youth ages 11 through 24 who live throughout Alameda County with a focus on the Ashland and unincorporated area, a community that is known for poverty, crime and chronic health conditions. We help our members overcome the immediate and prevalent obstacles in their lives by cultivating their own strengths and promise. In the process, they develop resiliency and the skills they need to take positive action and thrive, even amidst ongoing personal trauma and social disadvantage.
6	Youth Uprising	Located in the heart of East Oakland, YU is a neighborhood hub offering young people services and programs to increase physical and mental wellbeing, community connection, educational attainment, and career achievement among youth members.
7	Future Build	Future Build is a partnership of the Pittsburg Power Company, Contra Costa Workforce Development Board, Pittsburg Adult Education Center, Contra Costa Building and Construction Trades Council, Northern California Laborers Training, and Open Opportunities Inc. a 501c3 Non-Profit to provide at least 40 East County young adults annually, with 16+ weeks of pre-apprenticeship training in the building trades, solar theory and installation, construction, and hazardous waste.
8	Family Justice Center	Our mission is to bring together our community to support the healing of family violence survivors, and to integrate capable partners with a comprehensive service approach to renew individuals and our community from a trauma of family violence.
9	Ryse	After nine years on the Richmond landscape, the RYSE Youth Center is a place where integral parts of a hurting and glorious city come to shed conflict so that they may seek and create solutions.
10	Youth Radio Crucible	The Crucible first opened its doors on January 15, 1999, in a rented 6,000-square-foot warehouse in West Berkeley, then moved to West Oakland in 2003. Since then, we have evolved into a community-focused industrial arts school and community, serving West Oakland and the Greater Bay Area.

11	Voices (Santa Rosa)	VOICES provides healthy, welcoming and lively community centers where transitioning foster youth have access to comprehensive housing, education, employment and wellness services. VOICES' unique approach blends powerful youth engagement with meaningful support services that young people need as they leave systems of care. VOICES youth are active leaders in coaching their peers, guiding the evolving vision of program delivery and advocating for youth voice in the community. Each center focuses on empowerment and action, mobilizing members through leadership opportunities that challenge communities to build better and more innovative systems to support youth, caregivers and professionals. Today thousands of transition-age youth utilize VOICES' peer-based resources to find connections and build a foundation for their futures.
12	Opportunity Junction	Opportunity Junction fights poverty by helping low-income Contra Costa residents gain the skills and confidence to get and keep jobs that support themselves and their families
13	Earn and Learn Ambassador	At Earn & Learn we are passionate about work-based learning and workforce development. We bring together Connector communities, engage employers, and build technology to support both.
14	Pittsburg Youth Development Center	The Pittsburg Boys Club, Inc., (formerly known as the East County Boys and Girls Club) has uniquely reorganized as a volunteer-based, community organization committed to empower our community through the positive, safe and focused enrichment activities for youth and young adults living within the City of Pittsburg.
15	Beat the Streets	The mission of Beat the Streets, Inc is to ensure at-risk, low income young adults in Antioch, CA and surrounding cities have the resources they need to be successful in their educational and vocational goals. Providing computer access in low-income communities to underprivileged, at-risk youth and training sessions in the areas of education, employment, and life skills.
16	Rising Sun Energy Center for Opportunity	Founded in 1994 as a renewable energy education center, Rising Sun Center for Opportunity has since evolved into the leading green training, employment, and residential efficiency organization that it is today. Headquartered in Oakland, Rising Sun has served communities in Northern California since 2000. We operate two impactful programs: Climate Careers is our youth employment program and the Opportunity Build provides job training, case management, and job placement support to low-income adults who enter the program with barriers to successful employment.
17	Year Up Program	Year Up program at Diablo Valley College is a training and internship program that connects 18-24 year olds to college and a career in the technology or business

Event	Timeline
RFP Published	January 28, 2020
Optional Bidders Conference &/or Webinars	week of Feb 4, 2020
Questions and Answers - posting period	
Deadline for RFP Submission	April 7, 2020
Contract Compliance Review & Fiscal Review	April 7 - 27,2020
Programmatic Evaluation period	April 28 - May 15, 2020
Orientation for Evaluators	
Evaluators Read & Rate	
Reconciliation of Scores/Ranking	
Youth Committee - Recommendation of Awards	June 9, 2020
Exec or WDB Full Board approval of funding recommendations	June 10, 2020
Appeal period (10 business days from letter mailing)	June 10 - June 24, 2020
Contract Negotiations/Contract Development	June July August 2020
Board of Supervisors - Approval of Contract	September 1, 2020
Contract Start Date	October 1, 2020

Right to Cancel

The WDB reserves the right to delay, amend, or cancel all or any part of an RFP at any time. The WDB also reserves the right to modify the RFP process and timeline as is deemed necessary. An RFP does not commit the WDB to accept any proposal, nor is the WDB responsible for any costs incurred by Respondents in the preparation of responses to an RFP.

The WDB reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award contracts in whole or in part as is deemed to be in the best interest of the WDB