



Youth Committee Agenda

APRIL 14, 2020

12:00 p.m. – 1:30 p.m.

Join to ZOOM Meeting

Meeting ID: 285 570 1551

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- | | |
|-----------------|---|
| 12:00 PM | PRESENTATION ITEM |
| | P1 Contra Costa Community College District (4CD)
Perkins Career & Technical Education (CTE) |
| 12:30 PM | CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
INTRODUCTIONS |
| 12:35 PM | CONSENT AGENDA |
| | C1 Approve January 14, 2020 Youth Committee Minutes |
| 12:40 PM | DISCUSSION ITEMS & UPDATES |
| | D1 Service Delivery during Shelter In Place
D2 Update – Youth RFP
D3 Metrix Online Learning Platform |
| 1:05 PM | ACTION ITEM |
| | A1 Recommend the extension of current WIOA Youth Contracts for 3
additional quarters through June 30, 2021 |
| 1:15 PM | CHAIRS' REPORT AND NEXT AGENDA ITEMS |
| 1:30 PM | ADJOURN |

Next Youth Committee Meeting: May 12, 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 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

January 14, 2020

12:00 p.m. – 1:30 p.m.

**4071 Port Chicago Highway, Conference Room A
Concord, CA 94520**

12:00 PM PRESENTATION ITEM:

P1 Pilot City - Presented by Derick Lee, CEO

A PilotCity is a city that is on the edge of innovation. A city that is open to experimentation and evolution by piloting cutting-edge projects and ideas. It is a community of connected citizens that are building a smarter city for their ecosystem. PilotCity are focused on areas of fundamental opportunity and transformation including telecommunications, energy, transportation, healthcare, and education innovation. The future will be controlled by the youth of today, at PilotCity learned that and decided to help create a world where the youth can gain usable technical knowledge in the workplace to take the next steps towards furthering their professional careers. Bridging the gap between high end technology companies and driven students. We arm the students with the knowledge and the capabilities to enter the workplace of said companies. An engine for work-based learning connecting industry to education for workforce innovation. Connecting industry to education for workforce innovation. They collaborate employers with teachers to have students develop projects in the classroom that get them internships. Empower high school students with relevant, real projects all during classroom time. Schools use Pilot City programs to amplify and power their students work-based learning experiences. We partner employers with teachers to have students develop projects in the classroom that gets them internships with their sponsoring employer. To encapsulate, it is three –step program:

1. Teacher Externship – Teacher go to their desired employer’s workplace for a full-day to get training and experience (January)
2. Classroom Projects – Students work on a project in the classroom that solves an authentic problem of the employer (February – April)
3. Student Internships – Employers interview and give offers to students who apply for the internship (May-August)

This Project-Based Work Experience (PBWE) model blends Project-Based Learning (PBL) with Work-Based Learning (WBL) in the classroom that incentivizes employers to hire resulting talent into the workplace. For the 2018 – 2019 school year, we had 1,250+ students and 36+ teachers across 12+ school districts with 16+ partnering employers. This led to 42+ hires by our employers in the Summer of 2019

The Youth Committee met on Tuesday, January 14, 2020 at 4071 Port Chicago Highway, Conference Room A Concord, CA 94520. Chair Mike McGill called the meeting to order at 12:42 pm. Chair Mike McGill reminded everyone of potential conflict of interest.

ATTENDANCE

Members Present: Mike McGill, Vittoria Abbate, Sean Laurant, Mayling Alvarado, Robert Muller, Bill Mahoney, and Lynn Mackey

Members Absent: Drew Douglass, Carol Asch, Jose Carrascal (Ex), Gina Del Carlo (Ex), Tara Sanders (Ex)

Others Present: Derick Lee (Pilot City), Denise Clark, Serena Fomby

WDB Staff Present: Donna Van Wert, Noramah Burch, Verneda Clapp, Rochelle Soriano, Jennifer Joel, and Pamela Gernan

PUBLIC COMMENT

None

CONSENT AGENDA

C1 Approve December 10, 2019 Youth Committee Minutes

Motion/Second Sean Laurant/ Vittoria Abbate

Abstain: Lynn Mackey

Motion Approved Approved with correction and adopt changes

ACTION ITEMS

A1 Accept Youth Committee Members Resignations:

Thomas Appling and Steven Beall

Motion/Second Lynn Mackey/Robert Muller

Motion Approved Approved

AYES: Mike McGill, Vittoria Abbate, Sean Laurant, Mayling Alvarado, Robert Muller, Bill Mahoney, & Lynn Mackey

NAYES: None

ABSENT: Drew Douglass, Carol Asch, Jose Carrascal, Gina Del Carlo, Tara Sanders

ABSTAIN: None

A2 Recommend approval of Standing Committee Proxy Guidelines and From for use by Youth Committee Members

Motion/Second Vittoria Abbate/Mayling Alvarado

Motion Approved Approved

AYES: Mike McGill, Vittoria Abbate, Sean Laurant, Mayling Alvarado, Robert Muller, Bill Mahoney, and Lynn Mackey

NAYES: None

ABSENT: Drew Douglass, Carol Asch, Jose Carrascal, Gina Del Carlo, Tara Sanders

ABSTAIN: None

DISCUSSION ITEMS

D1 Site Visits to Youth- Serving Organizations

No Youth Meeting for the February 2020 – Cancelled

March 10, 2020 Youth Committee Meeting Tentatively @ Serendipity @Mt. Diablo Unified School District

Potential Youth Meeting (Field Trips)

- April 2020
- July 2020
- October 2020

D2 Status Update – Youth RFP

- RFP details is diligently revised for smother contract execution
- Compacted details and information
- Will have enough time for Target Contract Term of October 2020

CHAIRS' REPORT

None

NEXT AGENDA ITEMS

- Email suggestion for the next Youth Meeting on **March 10, 2020**

THE MEETING ADJOURNED AT 1:20 PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary



DATE: April 14, 2020
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: **Recommendation to Amend/Extend Current Youth Provider Contracts through June 30, 2020**

This report brings forward the recommendation to amend and extend the current youth provider contracts through June 30, 2021.

A. BACKGROUND

The WDB currently has contracts with 2 WIOA Youth Providers, Contra Costa County Office of Education and Mount Diablo Unified School District. These contracts run through September 30, 2020. Contract renewals usually take place in the spring of each year and incorporate cost of doing business increases, minor adjustments to scope, additional performance requirements as necessary, and other contract provisions. Last cycle these contracts were renewed for 15 months instead of the usual 12 months to promote more effective summer programming and to align better with WIOA Youth funding cycles.

B. CURRENT SITUATION

With the current COVID-19 situation, the Local and Statewide Shelter-in-Place orders, and the announcement by Contra Costa School officials that schools will remain closed for the remainder of the school year, Youth Providers have adapted quickly to implement virtual service-delivery strategies to continue to provide the 14 WIOA Youth Elements and enroll new participants. WDB staff have looked for ways to provide additional mechanisms for getting resources out to the people most in need. The COVID-19 crises has also compelled EHSD/WDB to put the youth RFP on hold, accentuating the need to amend and extend these contracts.

We are all adjusting to new ways of working together, new service delivery strategies, and new technology. To create efficiencies and prevent the disruption of vital WIOA services to Youth, staff recommend that current Youth service provider contracts be extended for an additional three quarters through June 30, 2021.

C. RECOMMENDATION

Accept staff recommendation to extend the current Youth Provider Contracts for an additional three quarters through June 30, 2021.

D. FISCAL IMPACT

Current contracts total \$1,125,000 for a 15-month period. Amended contracts amounts would increase funding for three additional quarters and include documented “cost of doing business” increases and the potential for additional funding based on additional service plan adjustments in response to Covid-19.

E. SCHEDULE

Approving Staff's Recommendation will ensure WIOA Youth Services continue without disruption.

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- **Communication Curriculum:** Cross-cultural communication, Dealing with difficult people, Effective Business Writing
- **Customer Service:** Communicating Effectively, Interacting with customers.
- **Human Resources:** Recruiting, screening

Salaries:

Help Desk Support
\$27 per hour

Office Coordinator
\$19 per hour

Human Resources Specialist
\$29 per hour

Healthcare Courses

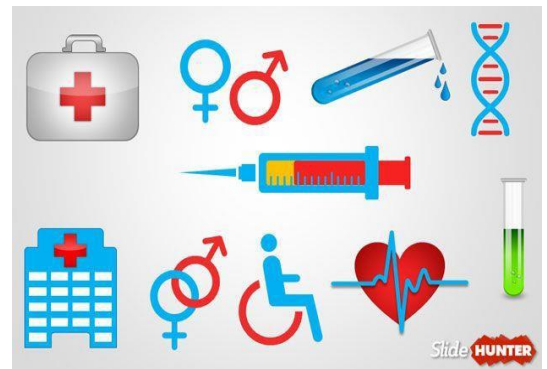
Salaries:

Medical Billing
\$21 per hour

Dietitian
\$32 per hour

Nursing Assistant
\$17 per hour

- **Basic First Aid:** Medical response
- **Billing & Coding:** Home Health coding, ICD-10, Impact of Clinical Documentation
- **CNA Fundamentals:** Abuse & Neglect, Activities of daily living, Ambulation, Food & Fluids, Bladder & Bowel care
- **Dietary & Nutrition:** Nutrition for Renal Failure, Nutrition Screening
- **Heart & Breath Sounds:** Heart Murmurs, Heart and Breath Sounds
- **Nursing Communications:** Nurse-Patient Relationships, Cultural Awareness



Industrial Courses

- **Blueprints/Drafting:** CAM/CAD
- **Electrical:** AC/DC Electrical Systems, Electrical Systems in Manufacturing
- **Green Energy:** Alternative Energy, Solar Energy Concepts, Wind Energy Concepts
- **Machining:** Computer Numerical Control (CNC), Grinding Machines, Machining Centers
- **Robotics:** Robot Operations, Robotic Programming



Salaries:

Energy Engineer
\$38 per hour

Journeyman Machinist
\$22 per hour

Electrical Engineer I
\$36 per hour