



Youth Committee Agenda

November 10, 2020

12:00 p.m. – 1:30 p.m.

Join to ZOOM Meeting

<https://zoom.us/j/96818150193?pwd=WFNCc3JBSWZEU0lzSnRObVhBOTA2QT09>

Meeting ID: 968 1815 0193

Passcode: 155099

Join by Dial In: +1 669 900 9128

or +1 346 248 7799

- 12:00 PM PRESENTATION ITEM**
P1 Life-Skills Empowerment Group – Shawn Einck, President and Educator
- 12:30 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS – New Board Members & Staffing Updates**
- CONSENT AGENDA**
C1 Approve August 11, 2020 Youth Committee Minutes
- 12:40 PM DISCUSSION ITEMS & UPDATES**
D1 Virtual Internships and On-line Service Delivery
D2 WDB Youth Program Budget & Financial Statements
D3 Youth Committee meeting calendar
- 1:20 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

Next 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 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

August 11, 2020
12:00 p.m. – 1:30 p.m.
Via ZOOM MEETING

PRESENTATION ITEMS:

P1 PilotCity

Presented by Derick Lee, CEO and Monica Willemsz, Program Director

Noramah Burch introduced them. Started PilotCity about 5 years ago looking at how we can change the distribution of economic development. 98% U.S. cities are under 100,000 people, which equals 19,200 cities. 92% are under 10,000 people. Bigger cities attract talent. PilotCity addresses the disconnect between education and industry sectors, in partnership with government. Students choose the company they would like to build a project for to be considered for an internship. With COVID-19 and “sheltering in place” happening in March of this year, they pivoted from classroom to video and online conferencing, and shared some challenges they faced at their March virtual event with about 180 attendees.

The Youth Committee met on Tuesday, August 11, 2020 via ZOOM Meeting. Chair Mike McGill called the meeting to order at 12:40 pm. Chair Mike McGill reminded everyone of potential conflict of interest.

ATTENDANCE

Members Present: Mike McGill, Heather Fontanilla, Gina Del Carlo, Mayling Alvarado, Drew Douglass, Bill Mahoney, Robert Muller, Lynn Mackey, Denise Clark

Members Absent: Jose Carrascal, Vittoria Abbate, Carol Asch

WDB Board Members Present: none

Others Present: Derick Lee, Monica Willemsz, Shawn Einck, Eli Fujita

WDB Staff Present: Donna Van Wert, Noramah Burch, Patricia Conley, Verneda Clapp, Patience Ofodu, Jennifer Joel

PUBLIC COMMENT

None

CONSENT AGENDA

C1 Approve July 14, 2020 Youth Committee Minutes

Motion/Second Bill Mahoney/Bob Muller

Motion Approved

AYES: Mike McGill, Heather Fontanilla, Gina Del Carlo, Mayling Alvarado, Drew Douglass, Bill Mahoney, Robert Muller, Denise Clark

NAYES: None

ABSENT: Lynn Mackey, Jose Carrascal, Vittoria Abbate, Carol Asch

ABSTAIN: None

ACTION ITEM

A1 Recommend Release to the Executive Committee of RFP to competitively procure WIOA Youth Services

Through the Workforce Innovation and Opportunity Act (WIOA) the WDB Youth Committee needs to competitively procure youth services every 3-4 years. Last year pre-COVID-19, the Youth Committee and the Board took action to release an RFP. An Adhoc Committee met to establish priorities for the funding. With some delays and then with COVID-19, the RFP did not get published or released. Now in a new fiscal year, the Adhoc Committee took a second look at the priorities to make sure they are still in line with community needs, and request the Youth Committee to reauthorize the RFP which should come out September or October for In School (attending high school or post-secondary program) and Out of School youth services. WIOA requires at least 75% of the allocated funds be spent on Out of School Youth. With COVID-19 the Out of School youth population may be growing due to disengagement with virtual classes. There is \$1.2 million that could be released with the Youth RFP, which would be \$900,000 if 75% goes to the Out of School youth, and \$300,000 to In School youth. It would be \$1,020,000 if up it to 85% to Out of School, and \$180,000 to In School.

Comments:

- In School youth are much more connected and easier to access, consequently the costs were much more to reach Out of School youth, and therefore everything possible should be done to prevent In School youth from becoming Out of School and disconnected.
- With COVID-19 the Department of Labor strongly supports improvement for access to technology and virtual service delivery. This is an allowable WIOA expense in the RFP.
- Provide support to youth who are facing trauma due to COVID-19 limitations.
- The intended goal of the RFP should be clearly defined.

Motion/Second **Gina Del Carlo/Mayling Alvarado**
Motion **Approved**

AYES: Mike McGill, Heather Fontanilla, Gina Del Carlo, Mayling Alvarado, Drew Douglass, Bill Mahoney, Robert Muller, Lynn Mackey

NAYES: None

ABSENT: Jose Carrascal, Vittoria Abbate, Carol Asch

ABSTAIN: None

DISCUSSION ITEMS & UPDATES

D1 Covid-19 Youth/Young Adult Outreach Campaign – Crushing the Curve

There is a seven bay area county initiative that health departments address the rising COVID-19 cases. Get better information out to populations that are at most risk and who been disproportionately negatively impacted by COVID-19, that would be the youth and communities of color. Contra Costa the Crushing the Curve initiative was slower than needed, so Contra Costa put together a youth and young adult ambassador program which will hire for a \$525 stipend, twenty-five 16-24 year olds who currently have large social media networks, to become outreach ambassadors within their communities and peer group. Contra Costa Regional Health Foundation is providing the majority of the funding. There were 611 applications from young people. The WDB Youth Committee could help with identifying communication avenues to continue to reach the young population about COVID-19 education.

D2 Virtual Internships – Promising Practices and Lessons Learned

May be carried to the next agenda and possibly forward to a couple more agendas. Move on to D3 and if time permits come back to D2. Time permitted feedback as follows:

- PilotCity would do their virtual internships differently the next time by finding a platform everyone could communicate on, and not limiting how to communicate the expectations. They ended up using different platforms. Another consideration would be that digital conferences should be allocated a shorter amount of time.

- The West County industry recognized cohort pilot learned that WDB has unlimited licenses to METRIX which has over 5000 industry recognized certificates. There was a group of over 100 learners of all ages for a 6 week summer cohort where virtual learning was embedded on Microsoft Office and QuickBooks. They found that the learners needed guidance and coaching, and METRIX needs an intermediary to facilitate it. They thought they would get the dislocated workers enrolled into WIOA but it went to fast, so next time they would do the WIOA process up front.

Comments:

- Derek with PilotCity recommends Discord as a communication platform and will be glad to give a tour of it.

D3 Youth Committee Membership

The Youth Committee may want to consider who is missing from the committee to recruit for a new member or new partner to be on the committee. There are 9-10 new Board members that will be asked to join this or the Business Economic Development Committee. Also consider what are the gaps, topics or content would you like to see presented or discussed at meetings.

Comments:

- A representative from PilotCity may be interested in joining.
- Committee members have been invited and funded to attend conferences.

CHAIR'S REPORT

None.

NEXT AGENDA ITEMS

- Virtual Internships – Promising Practices and Lessons Learned

THE MEETING ADJOURNED AT 1:30 PM

Respectfully Submitted,
Patricia Conley
WDB Programs Assistant

	B	D	E	F	G	H	I	J	K	L	M	N	O
1	4												
2													
			APPROVED BUDGET			REBALANCED/ADJUSTED BUDGET			VARIANCES (rebal-vs-approved)				
	ORG	WIOA: Adult/Dislocated Worker/Youth Revenues	FY 20/21 Budgeted Revenue	Prior Year Carry-in	TOTALS	WIOA Formula Planning Allocations (WSIN 19-45)	Prior Year Carry-in	TOTALS	WIOA Formula	Carry-in	TOTALS		
3													
4	5608	WIOA Adult Carry-In Revenue From PY		\$ 223,881	\$ 223,881		\$ 233,743	\$ 233,743	\$ -	\$ 9,862	\$ 9,862		
5	5608	WIOA Adult Allocation-new AA-Admin -5607	\$ 24,573		\$ 24,573			\$ -					
6	5608	WIOA Adult Allocation-new AA	\$ 1,220,090		\$ 1,220,090	\$ 1,321,752		\$ 1,321,752	\$ 77,089		\$ 77,089		
7	5608	WIOA Adult Transferred fr DW	\$ 900,756		\$ 900,756	\$ 900,756		\$ 900,756	\$ -		\$ -		
8	5608	SUB-Total: WIOA Adult Allocation	\$ 2,145,419	\$ 223,881	\$ 2,369,300	\$ 2,222,508	\$ 233,743	\$ 2,456,251	\$ 77,089	\$ 9,862	\$ 86,951		
9	5656	WIOA D/W Carry-In Revenue from PY		\$ 308,506	\$ 308,506		\$ 1,117,570	\$ 1,117,570	\$ -	\$ 809,064	\$ 809,064		
10	5656	WIOA Dislocated Worker Admin-5655	\$ 20,562		\$ 20,562			\$ -					
11	5656	WIOA Dislocated Worker Allocation-new SubGrant	\$ 1,693,361		\$ 1,693,361	\$ 1,620,425		\$ 1,620,425	\$ (93,498)		\$ (93,498)		
12	5656	WIOA DW Transferred To Adult	\$ (900,756)		\$ (900,756)	\$ (900,756)		\$ (900,756)	\$ -		\$ -		
13	5656	SUB-Total: WIOA Dislocated Worker Allocation	\$ 813,167	\$ 308,506	\$ 1,121,673	\$ 719,669	\$ 1,117,570	\$ 1,837,239	\$ (93,498)	\$ 809,064	\$ 715,566		
14	5688	WIOA Youth Carry-In Revenue from Prior Year-K9		\$ 228,092	\$ 228,092		\$ 578,543	\$ 578,543	\$ -	\$ 350,452	\$ 350,452		
15	5688	WIOA Youth Admin-5687	\$ 42,878		\$ 42,878			\$ -					
16	5688	WIOA Youth Allocation-new AA	\$ 1,224,298		\$ 1,224,298	\$ 1,359,201		\$ 1,359,201	\$ 92,025		\$ 92,025		
17	5688	SUB-Total: WIOA Youth Allocation	\$ 1,267,176	\$ 228,092	\$ 1,495,268	\$ 1,359,201	\$ 578,543	\$ 1,937,744	\$ 92,025	\$ 350,452	\$ 442,477		
18		TOTAL: WIOA - ADULT/DW/YOUTH	\$ 4,225,762	\$ 760,479	\$ 4,986,241	\$ 4,301,378	\$ 1,929,857	\$ 6,231,235	\$ 75,616	\$ 1,169,378	\$ 1,244,994		
19													
			RECOMMENDED BUDGET			REBALANCED/ADJUSTED BUDGET			VARIANCES (rebal-vs-recomm)				
	ORG	WIOA: Rapid Response/Regional Plan Implementation/COVID Revenues	FY 20/21 Budgeted Revenue	Prior Year Carry-in	TOTALS	WIOA Other Allocations (RR WSIN 20-04)	Prior Year Carry-in	TOTALS	WIOA Formula	Carry-in	TOTALS		
20													
21	5602	WIOA Rapid Response Layoff Aversion	\$ 39,350		\$ 39,350	\$ 27,731		\$ 27,731	\$ (11,619)	\$ -	\$ (11,619)		
22	5602	WIOA Rapid Response	\$ 155,859		\$ 155,859	\$ 116,826		\$ 116,826	\$ (39,033)		\$ (39,033)		
23	5602	Budget Balance Adjustment	\$ (388)		\$ (388)	\$ (388)		\$ (388)	\$ -	\$ -	\$ -		
24	5602	SUB-Total: WIOA Rapid Response	\$ 194,821	\$ -	\$ 194,821	\$ 144,169	\$ -	\$ 144,169	\$ (50,652)	\$ -	\$ (50,652)		
25	5666	Regional Plan Implementation from AA \$399,300	\$ 360,650		\$ 360,650	\$ 396,997		\$ 396,997	\$ 36,347		\$ 36,347		
26	5666	SUB-Total: WIOA Regional Plan Implementation	\$ 360,650	\$ -	\$ 360,650	\$ 396,997	\$ -	\$ 396,997	\$ 36,347	\$ -	\$ 36,347		
27	5667	Regional Training Coordinators		\$ 97,703	\$ 97,703		\$ 92,639	\$ 92,639	\$ -	\$ (5,064)	\$ (5,064)		
28	5667	SUB-Total: WIOA Regional Training Coordinators	\$ -	\$ 97,703	\$ 97,703	\$ -	\$ 92,639	\$ 92,639	\$ -	\$ (5,064)	\$ (5,064)		
29	5669	Workforce Accelerator Fund (WAF) 8.0 - PY 19/20 [15% Gov Discretionary Fund]	\$ -			\$ 135,342		\$ 135,342	\$ 135,342		\$ 135,342		
30	5669	SUB-Total: WIOA Workforce Accelerator Fund	\$ -	\$ -	\$ -	\$ 135,342	\$ -	\$ 135,342	\$ 135,342	\$ -	\$ 135,342		
31	5656c	Underserved COVID-19 Emergency Additional Assistance (1187)	\$ -			\$ 105,731		\$ 105,731	\$ 105,731		\$ 105,731		
32	5656b	COVID-19 Employment Recovery NDWG (1194)	\$ -			\$ 290,000		\$ 290,000	\$ 290,000		\$ 290,000		
33	5656a	Contra Costa County COVID-19 Emergency AA (1197)	\$ -			\$ 750,000		\$ 750,000	\$ 750,000		\$ 750,000		
34	5656	SUB-Total: WIOA COVID Gov Allocation	\$ -	\$ -	\$ -	\$ 1,145,731	\$ -	\$ 1,145,731	\$ 1,145,731	\$ -	\$ 1,145,731		
35		TOTAL: WIOA - RR/RPI/COVID	\$ 555,471	\$ 97,703	\$ 653,174	\$ 1,822,239	\$ 92,639	\$ 1,914,877	\$ 1,266,768	\$ (5,064)	\$ 1,261,703		
36													
37	WIOA	GRAND TOTAL: ALL WIOA ALLOCATIONS	\$ 4,781,233	\$ 858,182	\$ 5,639,415	\$ 6,123,617	\$ 2,022,496	\$ 8,146,113	\$ 1,342,384	\$ 1,164,314	\$ 2,506,697		
38													
			RECOMMENDED BUDGET			REBALANCED/ADJUSTED BUDGET			VARIANCES (rebal-vs-recomm)				
	ORG	NON-WIOA: RENT/AB109/EBRPU Revenues	FY 20/21 Budgeted Revenue	Prior Year Carry-in	TOTALS	Other Revenue Source	Prior Year Carry-in	TOTALS	NON-WIOA	Carry-in	TOTALS		
39													
40	5601	4071 Port Chicago Rev Rent from EDD	\$ 157,629		\$ 157,629	\$ 157,320		\$ 157,320	\$ (309)		\$ (309)		
41	5601	SUB-Total: RENT (Port Chicago-EDD)	\$ 157,629	\$ -	\$ 157,629	\$ 157,320	\$ -	\$ 157,320	\$ (309)	\$ -	\$ (309)		
42	5620	AB109 Allocation	\$ 216,160		\$ 216,160	\$ 188,047		\$ 188,047	\$ (28,113)		\$ (28,113)		
43	5620	SUB-Total: AB109 Allocation	\$ 216,160	\$ -	\$ 216,160	\$ 188,047	\$ -	\$ 188,047	\$ (28,113)	\$ -	\$ (28,113)		
44	5674	EBRPU-P2E (IDS)	\$ 248,796		\$ 248,796	\$ 104,327	\$ 9,489	\$ 113,816	\$ (144,469)	\$ 9,489	\$ (134,980)		
45	5674	EBRPU-P2E (SSEL)			\$ -	\$ 152,782	30,318	\$ 183,100	\$ 152,782	30,318	\$ 183,100		
46	5674	SUB-Total: EBRPU-P2E	\$ 248,796	\$ -	\$ 248,796	\$ 257,109	\$ 39,807	\$ 296,916	\$ 8,313	\$ 39,807	\$ 48,120		
47	5601	Contra Costa General Fund (NCC)	\$ 13,000		\$ 13,000	\$ 13,000		\$ 13,000	\$ -		\$ -		
48	5601	SUB-Total: CCC General Fund	\$ 13,000	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ -	\$ -	\$ -		
49	NON-WIO	TOTAL: NON-WIOA - RENT/AB109/EBRPU	\$ 635,585	\$ -	\$ 635,585	\$ 615,476	\$ 39,807	\$ 655,283	\$ (20,109)	\$ 39,807	\$ 19,698		
50													
51													
52	ALL	GRAND TOTAL: ALL REVENUE SOURCES	\$ 5,416,818	\$ 858,182	\$ 6,275,000	\$ 6,739,092	\$ 2,062,303	\$ 8,801,395	\$ 1,322,274	\$ 1,204,121	\$ 2,526,395		

DRAFT

Workforce Development Board of Contra Costa County
Board Committee Meeting Calendar Year 2021

REVISED

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
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FEBRUARY				
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MARCH				
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15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
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12	13	15	16	16
19	20	21	22	23
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MAY				
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31				

JUNE				
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28	29	30		

JULY				
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AUGUST				
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23	24	25	26	27
30	31			

SEPTEMBER				
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OCTOBER				
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NOVEMBER				
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29	30			

DECEMBER				
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6	7	8	9	10
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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 12:00 pm to 1:30 pm)

(Legal holidays)