



Youth Committee Agenda

August 10, 2021

12:00 p.m. – 1:30 p.m.

Join to ZOOM Meeting – Meeting ID: 977 6001 3094; Passcode: 884311

<https://zoom.us/j/97760013094?pwd=N1F1d2JjdXN1SHA0b1NCbWdxU1RmUT09>

Join by Dial In: 699-900-9128 or 253-215-8782

- 12 noon** **Gladeo: Career Navigation Platform – Michelle Cho**
- 12:30 PM** **CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS**
- CONSENT AGENDA**
- C1** **Approve May 11, 2021 Youth Committee Minutes**
- 12:40 PM** **ACTION ITEMS**
- A1** **Youth Committee Co-chairperson Nominations**
- A2** **Youth Committee Membership Application Ad Hoc Recommendations**
Approval of Revised Youth Committee Membership Process
- A3** **WIOA Youth Funding Ad Hoc Committee Recommendation**
Approval for Release of RFI
- 1:20 PM** **CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM** **ADJOURN**

Next Youth Committee Meeting: Sept. 14, 2021

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

May 11, 2021, 12:00 p.m. – 1:30 p.m.

Via ZOOM MEETING

CCCOE REMOTE WORK EXPERIENCE

Elizabeth Avalos, CCCOE Staff & Alicia Bell, WIOA Participant

The Contra Costa County Office of Education (CCCOE) Youth Services Department works with various programs to help youth from ages 14 – 24 with employment and academic supportive services. Metrix is a virtual workforce training platform that offers a wide range of courses available for people to gain or enhance their skills. As a work experience they used Metrix to see if it is youth friendly, and can be used in conjunction with their workshops that ready their youth for work. Youth cohorts using Metrix met with staff weekly to provide their feedback, along with daily check in order to help keep them engaged.

Elizabeth gathered data from their feedback and compiled it to put together the presentation. 18 students participated in testing Metrix, doing 3-5 courses per week over 8 weeks, which provided 78 responses. 93% responded that the courses will be helpful in their career growth, even though they thought the weekly test questions did not match the course info or some details were not included.

Comments and Questions:

- Normally there is a fee to use Metrix. However in response to the Coronavirus outbreak, the Contra Costa County Workforce Development Board (WDB) covered the fee so virtual courses would be available free for Contra Costa residents. Because it was successful and used in a number of pilot projects, it will remain available through June 2022.
- Metrix can be accessed after a short registration through the WDB website.
- Early on Metrix was marketed through a press release, WDB partners, via pilot projects' partners, career centers and coaches, and media sources including the WDB newsletter. It is not seeing a lot of business/employer users.
- The Metrix catalogue is huge. A rep could be invited to do a presentation on the career pathways aligned trainings available through Metrix.
- Test and certification fees vary from low to high, which can be covered for a WIOA participant. Gina with Earn and Learn may be able to help too, if someone helped pitch in to obtain a grant. Workforce Accelerator Grants may be a good source of funding.
- During the pandemic technology was provided to youth by CCCOE and Mt. Diablo Unified School District if needed.

Chair Mike McGill called the meeting to order at 12:30 pm. The Youth Committee met on Tuesday, May 11, 2021 via a ZOOM Meeting. Chair Mike McGill reminded everyone of potential conflict of interest.

ATTENDANCE

Members Present: Mike McGill, Bill Mahoney, Gina Del Carlo, Mayling Alvarado, Robert Muller, Shawn Einck, G. Vittoria Abbate, and Proxies Sean Laurant, Alejandra Chamberlain, Heather Fontanilla

Members Absent: Carol Asch, Drew Douglas, Lynn Mackey, Tom Hansen, and Proxy Tara Sanders

WDB Board Members Present: Yolanda Vega – WDB Chair

WDB Staff Present: Noramah Burch, Patience Ofodu, Jed Silver, Rochelle Soriano, Patricia Conley

Others Present: Alicia Bell – CCCOE, Elizabeth Avalos – CCCOE, Malkia Crowder – Martinez Juvenile Hall, Kareem Ervin, Sandra Carpio – Love Never Fails, Rosalina Rosas, Bob Redlo – California WDB member, Joseph Billingsley, Ruth Barajas, Reina Robinson

PUBLIC COMMENT - None

INTRODUCTIONS

- This is the first meeting as a new Youth Committee member for Shawn Einck, founder of Life-Skills Empowerment Group.
- Sandra Carpio has just been hired with Love Never Fails as a job developer, working with internet technology (IT) graduate students and companies for scholarships and internships.
- Malkia Crowder is the Probation Manager with Martinez Juvenile Hall.

CONSENT AGENDA

C1 Approve March 9, 2021 Youth Committee Minutes

Motion/Second – Vittoria Abbate/Sean Laurant

Motion Approved

AYES: Mike McGill, Gina Del Carlo, Robert Muller, Shawn Einck, Vittoria Abbate, Sean Laurant, Alejandra Chamberlain, Heather Fontanilla, Bill Mahoney

NAYES: None

ABSENT: Carol Asch, Drew Douglas, Lynn Mackey, Mayling Alvarado, Tom Hansen

ABSTAIN: None

DISCUSSION ITEMS & UPDATES

A1 Youth Committee Membership

a. Application

At the last meeting there was discussion about using the same application that the Board of Supervisors uses for their members. It is included in today's meeting packet as D1a.

Comments and Suggestions:

- Provide supervisorial district map to help answer that question for where they live in Contra Costa, and edit the question to add or where they work in Contra Costa too, since either qualify to be on a committee.
- Include supplemental questions, i.e. why they want to be on the committee... The questions can be obtained from Jaime Derrett per Alejandra with CCCOE.
- Are the questions if they want to be considered for other advisory boards, and under Education pertinent.
- Does the application have inadvertent biases. Is a college degree necessary if focusing on equity, diversity and inclusion. Change the section "Education" to "Experience Including Education" or "Your Career Path".
- What is the committee looking for in someone, i.e. if they are vetted or mission aligned. This might be indicated on the Youth Committee Charter which is on the

back page of every agenda. This may also be revealed in discussion on D3 of today's agenda – Role of the youth committee in the workforce system.

- Elicit participation to have youth on the committee. Perhaps committee members who work with youth might be able to help with this.

An Adhoc Committee will meet to continue working on the application. Bill, Vittoria, Gina and Heather volunteered to help.

b. Required Training

We may also provide some training, see D1b in today's meeting packet. It provides access and links to Conflict of Interest, Ethics, and the Brown Act. The section under Form 700 would not pertain to the Youth Committee so can be removed. The meetings are conducted according to Roberts Rules of Order. The WDB Board of Directors is putting together a Board orientation/training packet with this information which will be made available for members.

D2 WIOA Youth Funding – Special Projects

Unallocated WIOA Youth funding of around \$300,000 could be made available for special projects. The funds will roll over to a certain extent, however it would behoove the committee to use them as quick as possible since additional funds are expected due to Covid. If the funds are released to another organization to provide services, a Request for Information (RFI) would need to be done. At this point, it would help to determine the committee's priorities, such as:

- something that focuses on specific priority industries or
- a subset of the eligible youth population, such as youth with disabilities or justice involved or
- workforce development activities such as expansion of internships, entrepreneurial training or financial literacy
- UC Berkeley Labor and Occupational Health department has a Team Youth Worker Safety Curriculum probably available to WDB without cost

Where will the funds make the most impact based on the committee's specific priorities.

D3 Role of the Youth Committee in the Workforce System

Comments and Suggestions

- The Department of Juvenile Justice (DJJ) is slated to close in 2023. The youth sent there will be coming back to Juvenile Hall, and July 2021 youth will no longer be sent there but housed here in Contra Costa County. So they are developing a program in the institution to bring in trades and apprenticeships in addition to educational services, and with this when they transition out into the community they are prepared to be productive citizens. Currently 22 youth in DJJ and 14 in Juvenile Hall. They would start the program in the institution and continue it when they move to transitional housing. Ideally they would get a certificate they could take to one of the unions for employment.

In order to fund any project we would follow open procurement so there would be an RFI released to solicit proposals for evaluation and funding. It can be specific in what we are asking for and who it would serve, in terms of activities and populations.

- Encourage funding for entrepreneurial training, strong recruitment strategy, that is evident that it connects youth, including justice involved youth, back to work and school.

We have priority industry sectors where the labor market is strong, a focus on ensuring equitable access for people who have not had it, and special populations i.e. people with disabilities, justice involved or foster youth. There are high need demographics that have been identified. Channel the funds to those areas, industries, and activities that we want to focus on in the next year. Provide discussion and

thoughts around what's most needed. Then Noramah can come back with specific recommendations for RFI at the next meeting.

- There are a lot of apprenticeships available where they get paid while in training and have good employment outcomes, but they are not catalogued anywhere. To highlight them an apprenticeship fair could be hosted so students could have access to them. This probably would not require contracting out nor cost \$300,000.
- Regional Joint Venture (RJV) competitive process where organizations, regional directors, pathway coordinators, deans or even just people pitch and idea which is then voted on. There are some great ideas happening that may be listed with available outcomes, so we get this and not have to start from scratch.
- One of the barriers of the apprenticeship programs are the entry tests. Perhaps funding basic math and English cohort classes for youth interested in apprenticeships.
- New apprenticeship program called Boatworks, teaching maintenance and repair on small and big boats, while being paid about \$18/hour. There is a demand so almost guaranteed a job usually starting at \$25/hour. They start at the beginning teaching very basic skills, meeting youth at the level they are at.

Mike, Noramah and Patience will get together to come up with a plan.

- The California WDB Board will be initiating an EMT training program in the fall. Maybe we can coordinate this program as well.

CHAIRS' REPORT AND NEXT AGENDA ITEMS

- **Patience Ofodu, CCC WDB Interim Executive Director:** The new Interim Director for Small Business Development Center (SBDC) is available for SBDC information or presentations. If interested you may contact her or Charles Brown III.
- Mike announced the next Youth Committee meeting is not May 11th. It is scheduled for July 13th.
- Gina will send a calendar request for a meeting to the Youth Committee Application Adhoc Committee.

ADJOURN

1:31 p.m.

Respectfully Submitted,
Patricia Conley
WDB Admin Aide-Project

DATE: August 10, 2021
TO: Youth Committee
FROM: Workforce Development Board Staff
RE: Youth Committee – Vice Chair/Co-chairperson Vacancy

A. BACKGROUND

In accordance with Contra Costa Workforce Development Board by-laws, the Youth Committee was established as a Standing Committee to provide information and assist the Local Workforce Development Board (LWDA) with the planning, operational and other issues related to the provision of services to youth.

Workforce Development Board of Contra Costa County (WDBCCC) Organization Bylaws

WDBCCC Bylaws –Adopted August 2, 2016

ARTICLE VIII - COMMITTEES

- A. The WDBCCC Chairperson may establish Standing Committees, Ad Hoc Committees and Task Forces as necessary and shall designate the chairpersons.
- B. The size and purpose of each Standing or Ad Hoc Committee shall be determined by the WDBCCC Chairperson, in consultation with any designated Committee Chairperson(s). Every effort shall be made to ensure that each Standing committee is comprised of five (5) or more members of the WDBCCC.
- C. Each WDBCCC Standing Committee will have a minimum of one (1) chairperson with responsibility for conducting the regular business of that respective committee.
- D. Any WDBCCC member may serve as a Committee Chairperson or Co-Chairperson. WDBCCC members may serve as Chairs of a single WDBCCC Standing Committee for a period or no more than two (2) years.

B. CURRENT SITUATION

While the LWDA by-laws only require the Youth Committee to have (1) chairperson; In practice, the Youth Committee has had a Vice Chair/Co-Chairperson since its inception. Typically a Committee Vice Chair/Co-Chairperson has been selected from the WDBCCC membership. The previous Vice Chair/Co-chairperson, Jose Carascal has resigned from the WDBCCC which creates an open seat for a Vice Chair/Co-chairperson

Committee Chair, Mike McGill is recommending appointment of full board member, Robert (Bob) Muller, as Vice Chair/Co-Chair of the Youth Committee. Mr. Muller has served on the Youth Committee and various Ad Hoc Committees since his appointment to the full board.

C. RECOMMENDATION

Approve the appointment of Robert Muller (Bob) as Vice Chair/Co-Chair of the Youth Committee.

D. FISCAL IMPACT

None

E. SCHEDULE

The Youth Committee is regularly scheduled to meet the 2nd Tuesdays of odd numbered months
12 noon – 1:30pm

DATE: August 10, 2021
TO: Youth Committee
FROM: Youth Committee Application Ad Hoc
RE: **Recommendations for Membership Application and Enhancements**

A. BACKGROUND

The Youth Committee established an Ad Hoc Committee to review the current application process. Using the Board of Supervisor's Committee Application form, the Ad Hoc was tasked with reworking the application to align better with the purpose of the Youth Committee. Ad Hoc members Gina DelCarlo, Vittoria Abbate, Heather Fontanilla, and Bill Mahoney met May 24, 2021. Discussion included a review of how standing committees of other local boards conduct their recruitment with a focus on ways to attract a diverse pool of applicants.

B. CURRENT SITUATION

The Ad Hoc especially liked the process that the South Bay Workforce Development Board uses:

SBWIB Standing Committee Membership responsibilities:

- Serve a four (4) year term of office July 1, 2021 – June 30, 2025
- Provide oversight and policy guidance which will allow meeting workforce development challenges within the 11 cities that comprise our local workforce investment area
- Attend the quarterly standing committee meeting
- Submit Annual Statement of Economic Interest form to Board of Supervisors
- Complete Ethics Training (Every two years)

Those interested in becoming standing committee volunteers are encouraged to apply by sending an email to sberry@sbwib.org answering the questions below and attaching a resume or statement of qualifications for consideration. The submission deadline for all proposals is **July 29, 2021**.

1. Which standing committee are you interested in joining?
2. Why do you believe you are qualified to serve on this committee?
3. Please attach a Statement of Qualifications and/or a copy of your Resume.

C. RECOMMENDATION

Option #1:

Adopt a process similar to South Bay's, eliminating the need for a fillable form, and gauging interest/suitability by asking applicants to submit:

1. Why they are interested in serving on the WDBCCC Youth Committee
2. A Resume or Statement of Qualifications

OR

Option #2:

Approve the revisions made to the Contra Costa Committee application and continue to use a fillable form.

D. FISCAL IMPACT

None

E. SCHEDULE

The Youth Committee is regularly scheduled to meet the 2nd Tuesdays of odd numbered months 12 noon – 1:30pm

F. ATTACHMENTS

A2a Notes from Application Ad Hoc Meeting – May 24, 2021

Ad Hoc convening 5/24 to discuss Youth Committee Application

Members:

Vittoria Abbate

Gina Del Carlo

Heather Fontanilla

Bill Mahoney

The Ad Hoc committee recommends:

Removing the questions about College on the Youth Committee application. This question reinforces the mindset that college is the goal. We believe that there are many paths to a successful and meaningful career and college is just one path.

We are very interested in why the potential Youth Committee member is interested in joining.

What groups are they currently part of?

What do they offer the community?

Who are we interested in attracting?

What is the vetting process?

We discussed a possible recruitment campaign to attract a diverse pool of applicants.

Can we do a poll now to measure diversity and see where we need to grow?

We discussed and agreed that the Youth Committee needs client/youth voice and suggest offering a paid internship to a young adult and suggest current YC members act as a mentor to the youth member. We can provide that young adult with the opportunity to grow.

As a group we reviewed this application process and agreed that it was a promising practice.

<https://www.sbwib.org/standing-committees>



**Contra Costa County Workforce Development Board
Youth Committee Member Application Form**

Contra Costa County Boards & Commissions

Application Form

Profile

First Name Middle Initial Last Name

Home Address Suite or Apt

City State Postal Code

Primary Phone

Email Address

Which supervisorial district do you live or work in: _____

Supervisorial District Map link https://www.contracosta.ca.gov/DocumentCenter/View/6505/SupDist2010_b?bidId

None Selected

Experience Including Education

Select the option that applies to your high school education *

None Selected

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

~~Name of College Attended~~

~~Degree Type / Course of Study / Major~~

~~Degree Awarded?~~

~~Yes No~~

~~College/ University C~~

~~Name of College Attended~~

~~Degree Type / Course of Study / Major~~

~~Degree Awarded?~~

~~Yes No~~

~~Other schools / training completed:~~

~~Course Studied~~

~~Hours Completed~~

~~Certificate Awarded?~~

~~Yes No~~

Highest level of education completed: _____

Other schools / training completed: _____

Board and Interest

~~Which Boards would you like to apply for?~~

None Selected

Seat Name

~~Have you ever attended a meeting of the advisory board for which you are applying?~~

~~Yes No~~

~~If you have attended, how many meetings have you attended?~~

~~Please explain why you would like to serve on this particular board, committee, or commission.~~

Youth Committee Interest

Groups you are currently part of: _____

What do you offer the community: _____

Qualifications and Volunteer Experience

~~I would like to be considered for appointment to other advisory boards for which I may be qualified.~~

~~Yes No~~

~~Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?~~

~~Yes No~~

List any-volunteer or community experience, including **and** any advisory boards on which you have served **on**:

~~Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)~~

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors: Yes No

If yes, please provide the nature of the relationship: _____

Do you have any financial relationships with the County such as grants, contracts, or any other economic arrangement: Yes No

If yes, please provide the nature of the relationship: _____

Please Agree with the Following Statement

~~I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.~~

I Agree

DATE: August 10, 2021
TO: Youth Committee
FROM: Ad Hoc Committee on Funding Priorities
RE: **WIOA Youth funding for Special Projects/Approval to Release RFI**

A. BACKGROUND

The WDB expects to have carry-over youth funds available to be obligated. While an exact amount will not be known until the PY20-21 fiscal year end closeout has been completed, an estimated \$300,000 of WIOA youth funds may be available for special projects. The Ad Hoc Committee for RFP funding priorities re-convened to determine areas of greatest need and of greatest potential impact.

Refer to attachments:

A3a WIOA Youth Eligibility – *WIOA specifies populations to be served*

A3b WIOA 14 Youth Elements - *WIOA requires that workforce development boards ensure all 14 Youth Elements are available to WIOA participants*

A3c Ad Hoc Meeting Notes

B. CURRENT SITUATION

RFIs and contract amounts less than \$200,000 no longer require Board of Supervisors approval prior to being released. WIOA Youth Allocations for PY21-22 are \$1,499,346. This is an increase of \$140,145 compared to the prior year. In anticipation that the fiscal year-end closeout will reveal youth funds that are as yet unobligated, The Ad Hoc Youth Funding Priorities Committee reconvened to discuss channeling resources to Special projects.

C. RECOMMENDATION

Approve release of an RFI for special projects with a focus on Entrepreneurial training and/or career exploration/career pathway development for Out-of-School Youth.

D. FISCAL IMPACT

The exact amount of youth funds remaining to be obligated will be unknown until the PY20-21 fiscal year-end closeout has been completed.

E. SCHEDULE

TBD – pending fiscal PY 20-21 year-end closeout. An RFI released in the Fall could potentially result in a contract start date of January 1, 2022

WIOA Youth Eligibility/Target Populations:

Note: The WIOA Youth Program focuses primarily on out-of-school youth, requiring local areas to expend a minimum of 75% of WIOA youth funds on them.

An Out-of-School Youth (OSY) is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Age 16 through 24 at time of enrollment; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - (3) High School Graduate + low-income + basic skills deficient or an English language learner;
 - (4) An offender;
 - (5) A homeless individual, a homeless child or youth, or a runaway;
 - (6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (7) pregnant or parenting;
 - (8) with a disability; or
 - (9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

An ISY is an individual who is:

- (a) Attending school (as defined by State law), including secondary and postsecondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment;
- (c) A low-income individual; and
- (d) One or more of the following:
 - (1) Basic skills deficient;
 - (2) An English language learner;
 - (3) An offender;
 - (4) A homeless individual, a homeless child or youth, or a runaway;
 - (5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability; or
 - (8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

14 WIOA Youth Elements: beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, and culminating with a good job along a career pathway or enrollment in post-secondary education.

- Tutoring, Study Skills Training, Instruction, and Dropout Prevention activities that lead to completion of a high school diploma or recognized equivalent
- Alternative Secondary School and Dropout Recovery Services assist youth who have struggled in traditional secondary education or who have dropped out of school
- Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
- Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field
- Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
- Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
- Supportive Services enable an individual to participate in WIOA activities
- Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
- Follow-up Services are provided following program exit to help ensure youth succeed in employment or education
- Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling
- Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability
- Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills
- Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations
- Postsecondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training

Ad Hoc Youth Funding Priorities - Notes

Members present: Mike McGill, Gina Del Carlo, Bill Mahoney

Staff: Noramah Burch

- Review of WIOA Youth Populations
- Review of WIOA 14 Youth Elements
- Review of WIOA Youth Expenditure Requirements (75% of program allocation for Out-of-School Youth; 20% of allocation for work-experience)

should probably focus 100% of carry-over funds on Out-of-School Youth

Priorities could be based:

on a specific subset of the WIOA Youth populations
 certain activities/youth elements that are less developed
 focusing on a priority industry

Funding Mechanisms:

1. RFP/RFI – competitive procurement
2. Sole Source if justified – limited options for this
3. There was verbiage in the RFP that may allow contracting directly with a provider that wasn't initially selected under the RFP – as long as the scores/evaluation justifies
4. Add to current contracts for enhancements or new components beyond current scope

Internships and Work-based learning are a big focus

Already a significant focus in current WIOA programs – 20% expenditure requirement helps ensure

Providers continue to enhance – expanded duration; youth are paid

Apprenticeships – can difficult to access – need for strong advocacy

500 Applicants for an in-person test

Only half make it through

Only 50 are selected

Challenge for justice-involved to not be screened out

2 new elements under WIOA – may be an opportunity to further develop/improve access and availability

1. Entrepreneurial Training
2. Financial Literacy – providers have partnered with banks and credit unions to provide Especially helpful paired with a paid internship/work experience

SBDC has a new representative in the Contra Costa area and they are very experienced... it's what they do. SBDC will present at the next Business and Economic Development Committee meeting. Invite local providers who are teaching entrepreneurship. Opportunity for collaboration.

Entrepreneurial training is underutilized since the WIOA performance measurement for employment is based on wages. Entrepreneurial training – could be relevant to all work. Proper mindset. Pitches and elevator speeches

Assessment - required by WIOA and used to development career plans.

Career Exposure – Early Career exposure is so essential – especially for young people of color

Earn & Learn Ask me Anythings

Guest speakers from diverse backgrounds – youth can relate to someone who looks like them

Pilot guest speaker – he shared he made 300K plus

United Airlines – high demand

College not required

Local Training - Concord

Gladeo – career pathway finder tool; assessment; videos – high level of engagement. A lot of the traditional tools are outdated. Invite to present to Youth Committee.

Earn & Learn – ELENA – tracking business engagement – able to provide employers with report of their work-based learning contributions to community; establishes single point of contact



Training Requirements & Opportunities

Within 3 months of appointment, all advisory body appointees and staff must view and certify that they have viewed both training programs.

1. **Brown Act and Better Governance Ordinance**
2. **Ethics for Local Government Officials**

These programs are available for viewing at the County's website: <https://www.contracosta.ca.gov/7632/Training-Resources>

1. [Brown Act & Better Government Ordinance Training Video](#)

Full packet of [Materials from the Training \(PDF\)](#)

2. [Ethics for Local Government Officials](#), offered by the Fair Political Practices Commission

Members should complete the [Training Certification Form \(PDF\)](#) and return the signed form to the body's staff person.

For more information, please contact the Clerk of the Board:

Address: 1025 Escobar Street, 1st Floor, Martinez, CA 94553

Phone: (925) 655-2000

Fax: (925) 655-2006

[Email Clerk of the Board](#)

AB 1234 Ethics Training

Assembly Bill (AB) 1234 requires that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years.

The requirement applies to the governing body, as well as commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory.

AB 1234 Ethics Training Courses

On-line ethics course available at Fair Political Practices Commission (FPPC): [AB 1234 Ethics Training](#)

Similar resources are available at the Institute for Local Government

[Advisory Body Handbook](#) is now available at [CCC Advisory Body Handbook](#)



Conflict-of-Interest Code

The Political Reform Act requires public agencies (i.e. bodies, boards, and commissions) to adopt a conflict-of interest code to disclose any investments, interests in real property, sources of income and business positions that **designated positions** may affect in the decision making.

Components of the Code - The code must have three (3) components:

Component 1: Terms of the Code

- The terms of the code is the main body of the code which describes how to report financial interest and disqualification procedures
- FPPC Regulations 18730 identifies the type of information required in the main body of the code

Component 2: Designated Positions

- The code must specify and list all positions within the advisory body that either make or participate in making decisions and **designated positions**.
- People who hold designated positions are considered code filters and are required to complete Form 700

Component 3: Disclosure Categories - The disclosure category identifies types:

- Investments
- Interest in real property
- Source of income and
- Business positions which may affect decisions-making

Code Approval

- An agency's code becomes effective upon the approval of the agency's code reviewing body
- The **Contra Costa County Board of Supervisors** is the code reviewing body for agencies which are wholly within the county
- Agencies, which are wholly within the County, must submit their code of the Board of Supervisors for approval **before** it becomes effective.

Recusal to Avoid a Conflict of Interest

- **Recuse** (v.) to disqualify or remove (oneself) from participation to avoid a conflict of interest

Public Identification of a Conflict-of-Interest: Procedure to Recuse Oneself

- **Publicly (orally) Identify** the financial interest that gives rise to the conflict of interest, or potential conflict-of-interest, in detail sufficient to be understood by the public. This public identification must be part of the official public record (i.e. the meeting minutes).
- **State each type of economic interest held** (i.e. investments, business positions interest in real property, personal financial effect or the receipt or promise of income or gifts) which involved in the decision and gives rise to the conflict of interest.
- **Recuse yourself** from discussing and voting on the matter after public identification of the conflict-of-interest provided. You shall not be counted toward achieving a quorum while the item is discussed

Leave the room before the discussion of the item until after the discussion, vote, and any other disposition of the matter is concluded unless the matter had been placed on the portion of the agenda reserved for uncontested matters (i.e. it is not necessary to leave the room in the conflict-of-interest item is listed in the Consent calendar).

What Does the Conflict-of-Interest code mean to me?

- I should know if my agency (board commission or committee) has a conflict-of-interest code
- I should know if my position is included in the code's list of designated positions
- If my position is included in the code as a designated position, I am required to file Form 700.