



## **Youth Committee Agenda**

**March 8, 2022**

**12:00 p.m. – 1:30 p.m.**

**Join 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**

- 12:00 PM PRESENTATION ITEM**  
P1 Contra Costa Community College District (4CD)  
Perkins V Comprehensive Local Needs Assessment – Tara Sanders
- 12:30 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**  
**PUBLIC COMMENT**  
**INTRODUCTIONS**
- 12:35 PM CONSENT AGENDA**  
C1 Approve January 11, 2022 Youth Committee Minutes
- 12:50 PM DISCUSSION ITEMS**  
D1 WIOA Programs in Practice – Youth Discussion Panel  
(Moderated by Verneda Clapp)  
D2 Proposed Agenda Items for the Full Board Retreat
- 1:10 PM UPDATES/INFORMATIONAL ITEMS**
- 1:20 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

**Next Youth Committee Meeting: May 10, 2022**

*Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 4071 Port Chicago Highway, Concord during normal business hours. The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925-671-4560*

## Workforce Development Board (WDB) of Contra Costa County Youth Committee Charter

Charter Element	Charter Agreement Information
<b>Business Objective</b>	The primary objective of the WDB Youth Committee is to Increase the number of youth and young adults, 16-24, who are well prepared for postsecondary vocational training, further education, and/or a career, with an emphasis on serving the most vulnerable and underserved populations and those from low-income communities.
<b>Case for Action</b>	<p>It is the vision of the WDBCCC to support a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high quality jobs and skilled workers to fill them. Our mission is to promote a workforce development system that meets the needs of businesses, job seekers, and workers, to support a strong and vibrant economy in Contra Costa County. As we advance our work toward realizing our vision a number of key factors drive our work:</p> <ul style="list-style-type: none"> <li>● Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them;</li> <li>● The employment gap is widening between those with higher levels of education and credentials and those who lack them;</li> <li>● Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation;</li> <li>● The emerging workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and</li> <li>● The difference between supply and demand indicates that there is a "skills gap" between what most emerging workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.</li> </ul>
<b>Requirements</b>	<p>The WDB Youth Committee will:</p> <ul style="list-style-type: none"> <li>● Work with partners to develop systems that effectively engage employers in career development and work-based learning opportunities for youth and young adults to learn about, explore, and prepare for careers;</li> <li>● Strengthen collaborations between the local workforce system and other programs and systems that seek to help youth with significant barriers to employment;</li> <li>● Develop and implement strategies to direct Workforce Innovation and Opportunity Act (WIOA) and other resources to serve youth and young adults most in need and support their success;</li> <li>● Collaborate with and support career-focused strategies at high schools and community colleges, particularly those aligned with WDB priority industry sectors;</li> <li>● Work with partners to increase opportunities for high school graduates, dropouts and disconnected youth to transition into postsecondary education, training and careers; and</li> <li>● Work with Community Colleges, Apprenticeship Programs, Trade Schools and others to offer more opportunities for disconnected youth to achieve success.</li> </ul>
<b>Boundaries / Guidelines</b>	The Youth Committee advises and influences the direction and implementation of youth services strategies as outlined the WDB 2013-2017 Strategic Plan.
<b>Team Membership</b>	<p>The Youth Committee brings together leaders from business, economic development, education, labor, community-based organizations, youth/young adults and the public sector. The Youth Committee chair(s) is a member of the WDB Executive Committee and some members of the Youth Committee hold a seat on the Workforce Development Board. Other Youth Committee members are recruited and engaged to represent a particular perspective or constituency. The Youth Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the Youth Committee also draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to conduct specific activities.</p>
<b>Timing</b>	The work of the Youth Committee is aligned with the timeline for the WDB's Strategic Plan.
<b>Resources</b>	The WDB and the Youth Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
<b>Review Process</b>	The Youth Committee monitors and reports its progress at regular committee meetings, the WDB Executive Committee and full WDB member meetings as appropriate. 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

## Youth Committee Minutes

Tuesday, January 11, 2022

Via ZOOM MEETING

### LMC Process Technology (PTEC) Program – Robert Muller

#### INTRODUCTION

- Learning Manager for the Martinez Refining Company (established 2/1/2020)
- Support: Operator and Maintenance Training, Operating and Maintenance Procedures, Front-Line Leadership Training, Hiring Process, P-Tech Internships.
- WDB Member/Youth Committee Member/P-Tech Advisory Council/MRC Ambassador Program
- Shell Martinez has supported the PTEC and ETEC programs at Los Medanos College since the very beginning.
- Hired the entire first graduation PTEC Class as permanent /full time Operators in 2007
  - Currently ca. 60 PTEC Grads working as Process Operators
  - Currently ca. 20 ETEC Grads working as I/A Technicians
- PTEC and ETEC Internships
  - Established by Bill Mahoney
- Plan to continue all the above with PBF Energy

#### HIGHLIGHTS:

#### PTEC vs. ETEC

#### ETECH INTERNSHIPS

- True Internships
- During summer after 2<sup>nd</sup> Semester at LMC
- Ten (10) Weeks working with crafts in shops (Electricians/Instrument Techs/Analyzer Techs)
- Paid an hourly wage
- Three (3) Interns Max
- Return to school after completing Internships

#### PTEC INTERNSHIPS

- More like an Apprenticeships
- Eligible upon graduating PTEC program (Certification or Degree)
- Four (4) Weeks on rotating shifts with Production Teams
- Paid an hourly wage
- Ten (10) Interns Max
- Permanently/Full-Time Job Offers upon successful completion of Internship
- Began offering Biennial PTEC Internships in 2011
- To date have completed five successful PTEC Internships
- Alhambra High School Guidance Counselors
- \*Disclaimer:
  - Refinery Sale disrupted 2019 Internships
  - COVID disrupted 2020/2021 Internships

#### OBJECTIVE

- Provide each Intern the opportunity to gain **information** and **insight** into his/her chosen career.
- Provide additional information so that the intern will be able to make an **educated decision** about **Process Operations** as a career choice.

#### PROGRAM ROLES

- Attract high-quality diverse talent in early stages of their career.

- Allow the Company to assess and evaluate the intern for a longer period in consideration for full-time employment.
- Reinforcement their LMC classwork study with real-life refinery processes and equipment.
- Experience working Rotating Shifts with an actual production team.
- Become familiar with the daily activities of a Process Operator.
- Help the Intern determine if this is what he/she is interested in as a career.

#### **PROCESS**

- Speak with students during Fall semester to generate interest
- Meet with students during Spring semester to discuss Internships
- Begin Testing interested candidates in April
- Hold interviews in May
- Internships begin in July and last five (5) weeks

#### **SELECTED INTERNS REQUIREMENTS**

- Attend Occupational Safety Councils of America (OSCA) Basic Safety Training
- Complete MRC Site Specific Training at OSCA
- Obtain a Transportation Worker Identification Card (TWIC)

#### **INTERNSHIP DAY ONE – ORIENTATION**

- History/Overview of Refinery
- Health/Safety/Environmental/Security
- Intern Expectations/Responsibilities and Deliverables
- Review and Discuss Rotating Shift Schedule
- Production Department Assignments and Logistics

#### **PROCESS OPERATOR EXPERIENCE**

- Following and observing a variety of Reliability and Console Operators as they conduct key activities while operating a Process Unit.
- Consists of one full month of 12-Hour shifts with Production Team (4 night shifts/3 day shifts/3 nights/4 days)

#### **INTERN ACTIVITIES:**

- Participate in Production Department Safety Meetings/Planning Meetings/Procedure Reviews and Drills
- Observe Operator Activities for Process/Equipment/Product sampling
- Display **Professional Behavior** at all times
- **Work Ethics** and Values
- Complete Site Rotation Checklist

**ANCILLARY ACTIVITIES** - In order to give the Interns a full, well-rounded experience at our site, they also participate in the following:

- One Day in QA Lab experiencing quality assurance testing on finished products such as Jet Fuel, Diesel and various Gasoline Blends
- One Day in Maintenance Shop and Field shadowing Maintenance Technicians in performance of their daily activities
- One Day shadowing the Refinery Safety Leader conducting their normal activities.

#### **LMC PTEC/ETEC PROGRAMS**

- Although these are great programs for our community, attendance numbers for both the PTEC and ETEC programs are dwindling.
- LMC no longer has advertising budget for these programs
- Word of Mouth/Career Fairs/Ambassador Program

Contact Person: Michael Kean  
925-473-7733  
[ptec@losmedanos.edu](mailto:ptec@losmedanos.edu)  
LosMedanosCollege.edu

**Feedback/Comments:**

- Impressive outcomes and very informational
- Very promising/enriching program
- Encouraging outcomes from the program and participants

**The Youth Committee met on Tuesday, January 11, 2022 via a ZOOM Meeting. Chair Mike McGill called the meeting to order at 12:36 pm. Chair Mike McGill reminded everyone of potential conflict of interest.**

**ATTENDANCE**

MEMBERS PRESENT - Mike McGill, Robert Muller, Bill Mahoney, Lynn Mackey, Gina Del Carlo, Sean Laurant (Proxy)

MEMBERS ABSENT - Carole Asch, Drew Douglas, Mayling Alvarado, Shawn Einck, Tom Hansen, (Proxy) Tara Sanders, Alejandra Chamberlain

OTHERS PRESENT: Heather Fontanilla, Joseph Billingsley

WDB STAFF PRESENT: Tamia Brown, Noramah Burch, Maureen Nelson, George Carter, Verneda Clapp, Donn Matsuzaki, Rochelle Soriano, Jennifer Joel

**PUBLIC COMMENT**

None

**INTRODUCTIONS**

None

**CONSENT AGENDA**

**C1 Approve September 14, 2021 Youth Committee Minutes**  
**C2 Approve Committee 2022 Meeting Calendar**  
**Motion/Second Bill Mahoney/Sean Laurant**  
**Motion Approved**

**AYES:** Mike McGill, Robert Muller, Bill Mahoney, Gina Del Carlo, Lynn Mackey Sean Laurant

**NAYES:** None

**ABSENT:** Carole Asch, Drew Douglas, Mayling Alvarado, Shawn Einck, Tom Hansen, Tara Sanders, Alejandra Chamberlain

**ABSTAIN:** None

**ACTION ITEM**

**A1 Youth Committee Membership Application**  
Consider and Approve Heather Fontanilla’s Application for WDBCCC Youth Committee Membership  
**Motion/Second Gina Del Carlo/Bill Mahoney**  
**Motion Approved**

**AYES:** Mike McGill, Robert Muller, Bill Mahoney, Gina Del Carlo, Lynn Mackey Sean Laurant

**NAYES:** None

**ABSENT:** Carole Asch, Drew Douglas, Mayling Alvarado, Shawn Einck, Tom Hansen, Tara Sanders, Alejandra Chamberlain

**ABSTAIN:** None

**DISCUSSION ITEMS**

**D1 Apprenticeship and Internships – What is and is not working**

Expand opportunities

Collecting non-traditional apprenticeships and internships available

Continued discussion on Apprenticeships:

1. How do people find out about apprenticeship opportunities – especially non-traditional apprenticeships
2. Which industries have a high need for employees without a well-developed talent pipeline?
3. What can the Youth Committee do to help promote apprenticeships in Contra Costa?

**Feedback/Comments:**

- Identify industries that have a need for employees but do not have an employment pipeline and training program, probably smaller niche nonstandard industries, and help them get through the challenges of getting registered with the Department of Apprenticeship Standards (DAS) and get through the system and process.
- Apprenticeship programs have been aimed at traditional trades like the building trades program. In health care, apprenticeship programs are entry level positions. Apprenticeship programs are not used to train high level health care positions, although it could with changing the system, which is old and not keeping up with employer demands. Recommend widen out apprenticeship programs to include higher level positions and other trades.
- Apprenticeship is a way to get living wage career opportunities.
- Need more outreach to high schools so students and teachers see the value of apprenticeship programs, not just pushing for college.
- Find collaboration with apprenticeship programs in order to find a way to do this.
- Apprenticeships are not always available to women and underrepresented groups in white male dominated workplace cultures.
- Early career awareness and exposure can spark ideas especially for young students.

**D2 Out of School Youth (OSY) Expenditure Waiver and PY 19 Baseline Data**

The Out of School Youth (OSY) Expenditure waiver was approved by the CWDB for PY 21-22, which is from July 1, 2021, through June 30, 2022.

WIOA Section 129(a)(4)(A) requires Local Boards to spend at least 75 percent of their WIOA youth formula allocation on youth workforce investment activities for OSY. This waiver allows a Local Board to decrease their OSY expenditure requirement from 75 percent to 50 percent for PY 21-22 to increase their In-School Youth (ISY) enrollments of youth who are homeless, in foster care, or are justice-involved.

Contra Costa expects the waiver will significantly increase the number of systems-involved (SI) youth served by improving access to WIOA services before students disconnect and drop out of school. Youth Providers will be able to leverage existing funding and space at LEAs to co-locate WIOA staff to create Wrap around support.

**BASELINE 2019-2020 SYSTEMS INVOLVED DATA**

<b>Workforce Board</b>	<b>Total Youth Served</b>	<b>Justice</b>	<b>Homeless</b>	<b>Foster</b>	<b>Total Systems Involved</b>	<b>% Systems Involved</b>
Contra Costa WDB	125	24	39	26	89	71%

**Feedback/Comments:**

- Impressive and encouraging report.
- Deliverables were commendable.
- Positive results of collaborative work.

**UPDATES/INFORMATIONAL ITEMS**

**RFI Update/WIOA Youth Funds**

On September 15, 2021, the Executive Committee approved the Youth Committee recommendation to release of RFI WIOA Youth Funding for Special Projects with focus on Entrepreneurial training and/or career exploration/career pathway development for Out-of-School Youth. Youth carry-over funding amounts were less than anticipated and there is not enough funding for special projects this year. Noramah Burch, WDB Staff will look into the feasibility of establishing a pre-approved vendor list or a way to fast-track contracts when funding is available.

**CWA Youth Symposium 2022**

The California Workforce Association Youth Symposium 2022, Future Proof, is scheduled for February 8-12 from 8am – 12pm each day and will be virtual.

"The future belongs to those who prepare for it today." - Malcom X

This virtual symposium will bring together Youth Workforce Service Providers, Youth Job Coaches, Community Based Organizations, Educational Entities, Adult Schools, Youth Workforce Allies, and Youth Participants from across the State of California and the US to discuss, network, and ponder what it takes to remain relevant to participate and thrive in the workforce.

The CWA Youth Symposium 2022 - Future Proof, will feature three dynamic keynote speakers, 12 sessions selected for their innovative youth workforce programs, including three youth focused workshops program participants. All of these sessions will be recorded and made available to view On-Demand following the LIVE symposium.

**CHAIRS' REPORT AND NEXT AGENDA ITEMS**

- Send email to Noramah Burch, WDB Staff for any suggested or requested agenda items for consideration

**Next Youth Committee Meeting:      March 8, 2022**

**THE MEETING ADJOURNED AT 1:20 PM**

Respectfully Submitted,  
Rochelle Martin-Soriano, Board Secretary

/rms

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**DATE:** March 8, 2022  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Program Manager  
**RE:** **Perkins V Comprehensive Local Needs Assessment (Contra Costa Community College District) - Tara Sanders and Drew Douglass**

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## **BACKGROUND**

Tara Sanders, Manager of Workforce and Economic Development for Contra Costa Community College District (4CD) and Drew Douglass, Senior Dean of Workforce and economic Development will be sharing information about the Comprehensive Local Needs Assessments (CLNA) required by the federal Perkins grant. The Carl D. Perkins Career and Technical Education Act is the main federal funding source for high school and post-secondary CTE programs.

4CD is seeking stakeholder feedback as a part of the Comprehensive Local Needs Assessment. Stakeholder input on the needs of special populations and access to 4CD's career education programs will be discussed.

## **ATTACHMENT**

### **P1a – 2022- 2023 Perkins V Comprehensive Local Needs Assessment Slides**

For any questions, please contact Noramah Burch, Workforce Services Specialist Youth Program Manager at 925-671-4532 or email at [nburch@ehsd.cccounty.us](mailto:nburch@ehsd.cccounty.us)



Contra Costa Community College District

## Perkins V Comprehensive Local Needs Assessment


Tara Sanders and Drew Douglass

Contra Costa Community College District

### Required Improvement for Priority Populations

Perkins V Priority populations:


- Individuals with Disabilities
- Economically Disadvantaged
- Non-traditional Fields
- Single Parents (Including single pregnant woman)
- Out of Workforce Individuals (Used to be Called Displaced Homemaker)
- English Learners (Used to be Called Limited English Proficient)
- Homeless Youth (New)
- Youths who are in or have aged out of the foster care system (New)
- Youth with parents in the armed forces and on active duty (New)



Contra Costa Community College District

### What is Perkins V?

The Carl D. Perkins CTE Act is federal grant funding. In the community college system, its intention is to improve retention and placement, earned post-secondary credentials, non-traditional program completion, and employment for CE/CTE students.



Contra Costa Community College District

### We Invite Your thoughts

- What support or interventions can improve the success of these special populations?
- What CE programs are in demand for employers you work with?
- What themes are you encountering?
- Any other thoughts and feedback?



Contra Costa Community College District

### What is the Comprehensive Local Needs Assessment (CLNA)?

The CLNA gathers internal and external feedback, LMI, enrollment and completion data, and stakeholder input and is required every two years. This assessment informs the activities in the grant application.



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**DATE:** March 8, 2022  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Workforce Services Specialist  
**RE:** **Youth Programs in Practice – Youth Panel**

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This panel of youth and young adults was convened to give the Youth Committee and its guests first-hand accounts of various workforce preparation programs. You will hear directly from young people who are current or former participants.

Sample Questions:

1. What program are you participating in?
2. How did you hear about it?
3. What are you getting out of the program?
4. What do you like best about the program?
5. What could be improved?
6. What are your plans for the future? Job? School?
7. Do you have any advice for others who are just starting out?
8. Do you have ideas for incorporating youth voice into our programs

For any questions, please contact Noramah Burch, Workforce Services Specialist Youth Program Manager at 925-671-4532 or email at [nburch@ehsd.cccounty.us](mailto:nburch@ehsd.cccounty.us)

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**DATE:** March 8, 2022  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Program Manager  
**RE:** **Proposed Agenda Items for the Full Board Retreat**

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The Workforce Development Board will be having its annual retreat in May. To ensure Youth-related strategies are included on the agenda, the Youth Committee is invited to discuss youth priorities you would like considered by the full Board:

From the Local Plan:

- a. Enhancing Virtual Service delivery
- b. Expansion of Supportive Services
- c. Racial Equity and Inclusion
- d. Creation of Earn and Learn Opportunities
- e. Addressing the most vulnerable populations
- f. Expansion of pre-apprenticeship and apprenticeship opportunities

As an Advisory Committee to the Workforce Development Board, the Youth Committee's objective is to increase the number of youth/young adults 16-24 who are well prepared for post-secondary training, further education and/or a career with an emphasis on serving the most vulnerable and underserved populations and those from low-income communities. The Youth Committee is also tasked with helping local communities identify gaps in services, coordinating youth policy, ensuring quality services, leveraging financial and programmatic resources and recommending eligible youth service providers.

For any questions, please contact Noramah Burch, Workforce Services Specialist Youth Program Manager at 925-671-4532 or email at [nburch@ehsd.cccounty.us](mailto:nburch@ehsd.cccounty.us)