



## **Youth Committee Agenda**

**November 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](https://zoom.us/j/97760013094?pwd=N1F1d2JjdXN1SHA0b1NCbWdxU1RmUT09)

**Join by Dial In: 699-444-9171 or 253-215-8782**

- 12:00 PM PRESENTATION ITEM**  
P1 Cal Maritime, Veronica Boe
- 12:30 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**  
**PUBLIC COMMENT**  
**INTRODUCTIONS**
- 12:35 PM CONSENT AGENDA**  
C1 Approve September 13, 2022 Youth Committee Minutes  
C2 Approve WDBCCC Youth Committee Meeting Calendar 2023
- 12:45 PM ACTION ITEMS**  
A1 Approve Selection of Contractor per RFI #744 – Measure X Youth Centers
- 1:05 PM DISCUSSION ITEMS**  
D1 Role of Youth Committee in Youth Centers Oversight  
D2 Youth Voice in Decision- Making  
D3 Youth Committee – Field Visits & Topics for Future Meetings
- 1:20 PM UPDATES/INFORMATIONAL ITEMS**
- 1:25 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

### **Future Youth Committee Meetings: January 10, 2023**

*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;</li> <li>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

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**DATE:** November 8, 2022  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Workforce Services Specialist Youth Program Manager  
**RE:** **CSU Maritime Academy, Veronica Boe – Senior Director Professional & Continuing Education**

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### **BIOGRAPHY OF SPEAKER**

Veronica Boe is responsible for the management and oversight of the Professional and Continuing Education Department at CSU Maritime Academy. In this department, her instructors deliver U.S. Coast Guard-approved courses to professional mariners and those in the maritime industry. In addition, the PaCE department develops and provides custom training programs to address training gaps and workforce development needs in the areas of emergency response, transportation, and maritime-related agencies. In 2015, Ms. Boe successfully opened the Maritime Safety Security Center in Richmond, which is a private/public partnership with Chevron Refinery. This facility is used by many local law enforcement groups, fire departments, refineries, and emergency responders in the Bay Area. Veronica has been at Cal Maritime for many years, serving in multiple roles including administration of the Office of Sponsored Programs, which supports all research and faculty development grants for the campus. Veronica serves as President for two non-profits in the Vallejo area. One focuses on fundraising to provide educational scholarships for young women; the other provides training resources and advocacy for those in the LGBTQ community. A Bay Area native, she has gained a true appreciation of what the maritime environment means to California and the valuable workforce that will continue to help our local economy thrive.

Here is a very short video clip of the 2019 Cal Maritime Expedition program.

<https://www.youtube.com/watch?v=fuHRnhneypQ>

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)

**Youth Committee Minutes**  
Tuesday, September 13, 2022  
Via ZOOM MEETING

**P1 – PRESENTATION**

Derick Lee, Pilot City

PilotCity flagship program to build a project of their choice for employers for an opportunity to win internships, jobs, fellowships and entrepreneurial positions to gain work experience.

PilotCity is an education technology startup on a mission to enable the area’s youngest citizens to shape the future of their own communities and cities. Through innovative work-based learning systems, PilotCity believes that students can become engines for innovation, benefitting the places in which they live. PilotCity further believes we must grow our own culture of innovation, starting with the massive sums of students in schools, in partnership with teachers and employers.

PilotCity enables students to build employer projects to win internships. 97% of our alumni and 90% of our parents would recommend their program.

Chiara Blake & Dennis Gavrilenko both an alumnae of Pilot City Internship from Contra Costa County. They both shared their experiences. Being able to work independently with your project and an opportunity to broaden our network and improved our skills.

**The Youth Committee met on Tuesday, September 13, 2022 via a ZOOM Meeting. Chair Mike McGill called the meeting to order at 12:37 pm. Chair Mike McGill reminded everyone of potential conflict of interest.**

**ATTENDANCE**

MEMBERS PRESENT - Mike McGill, Bill Mahoney, Gina Del Carlo, Shawn Einck, Heather Fontanilla, Mayling Alvarado (late), Sean Laurant (Proxy), Alejandra Chamberlain (Proxy), G.Vittoria Abbate (Proxy)

MEMBERS ABSENT – Robert Muller (EX), Drew Douglas, Lynn Mackey, Tom Hansen

OTHERS PRESENT: Yolanda Vega, Jerry Aranas (Board Member), Derick Lee, Chiara Blake, Dennis Gavrilenko (Pilot City), Bob Redlo, Netirza Levine, Esperanza Ellis

WDB STAFF PRESENT: Tamia Brown, Noramah Burch, Maureen Nelson, Patience Ofodu, Verneda Clapp, Donn Matsuzaki, LaTosha Stockholm, Jed Silver, Veronica Ramos, Jennifer Joel, Rochelle Soriano

**PUBLIC COMMENT**

None

**INTRODUCTIONS**

Netirza Levine, Employment Development Department Employment Program Representative (EDD EPR)

Toni Micolob – Employment Development Department Youth Employment Opportunity Program (EDD YEOP)

**CONSENT AGENDA**

**C1 Approve July 12, 2022 Youth Committee Minutes**

**Motion/Second Bill Mahoney/Gina Del Carlo**

**Motion Approved**

**AYES:** Mike McGill, Bill Mahoney, Gina Del Carlo, Shawn Einck, Heather Fontanilla, Sean Laurant (Proxy), Alejandra Chamberlain (Proxy), G.Vittoria Abbate (Proxy)

**NAYES:** None

**ABSENT:** Robert Muller, Drew Douglas, Lynn Mackey, Mayling Alvarado, Tom Hansen

**ABSTAIN:** None

### **ACTION ITEM**

#### **A1 PY21-22 WIOA Youth Performance Summary**

**That the Youth Committee accept the PY 21-22 WIOA Youth Performance Summary**

**Motion/Second Bill Mahoney/ Heather Fontanilla**

**Motion Approved**

**AYES:** Mike McGill, Bill Mahoney, Gina Del Carlo, Shawn Einck, Heather Fontanilla, Mayling Alvarado, Alejandra Chamberlain (Proxy), G.Vittoria Abbate (Proxy)

**NAYES:** None

**ABSENT:** Robert Muller, Drew Douglas, Lynn Mackey, Tom Hansen, Sean Laurant (Proxy)

**ABSTAIN:** None

### **UPDATES/INFORMATIONAL ITEM**

#### **U1 Measure X – Youth Centers, RFI Update**

##### **County Youth Centers – East and Central County RFI Process**

WDB has released the Request for Information (RFI) for the Measure X Youth Centers effective August 5, 2022. Details may be found on our website at [Workforce Development Board of Contra Costa County | Building Futures \(wdbccc.com\)](http://Workforce Development Board of Contra Costa County | Building Futures (wdbccc.com)), under the new “Youth Centers” tab.

The RFI is to procure an entity or consultant to facilitate community and stakeholder engagement related to the creation of the Youth Centers, per Measure X goal number four (4), intergenerational thriving. This is the first phase of the Youth Centers project.

Note that this contractor will *not* be the individual or entity who *actually operates* the Youth Centers. Instead, based upon the findings during this process, the contractor, in collaboration with the Workforce Development Board, will *then* develop **the RFP to select an organization to develop, administer and operate the East Contra Costa County Youth Center, and/or the Central Contra Costa County Youth Center.**

- The vision of the Youth Centers is to promote intergenerational thriving, through representation of diversity, and advancement of equity and inclusion, as well as to support youth with accessibility to a variety of valuable community resources in effort to boost our youth’s ability to thrive.

The Youth Centers have the opportunity to have great positive impact to our communities, and to our county. For this reason, we plan to strategize with a results based accountability model, which will focus on measureable goals and performance outcomes for the center. Focus will be on ensuring that youth have a voice in the development, design and services of the Youth Centers.

#### **Feedback/Comments:**

- Formation of Ad-Hoc and put some expectations (ultimately the Youth Committee will make recommendations to the board)
  - A poll or volunteers for ad-hoc members
  - Draft out expectations
- Youth voice in every aspect
- Soliciting the youth committee (ideas, comments, suggestions, feedback and support, etc.)

- Continued discussion as committee moving forward

### **DISCUSSION ITEM**

#### **D1 Contra Costa County Youth Center Development**

A recap of Staff's recent visit to the RYSE Center in Richmond. The Workforce Development Board Director, the Business Services Manager and the CCWORKS Manager toured the RYSE Center and met with Center staff to learn about the components that make RYSE so successful:

- youth voice in decision-making,
- facilities and the environment,
- programs and services, and
- impact measures.

#### **Feedback/Comments:**

- The RYSE center has a very welcoming and inviting space.
- They served 200 youth every month and serving including the LGBT community as well.
- There is a strong presence and voice with the level of youth involvement is very evident.
- The center is very innovative and impressive.

#### **CHAIRS' REPORT AND NEXT AGENDA ITEMS**

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

Per Robert Muller, YC Vice Chair request about Los Medanos College is looking for a part-time instructor for the ETEC program. Candidate would need to have a background in instrument technology or electronic technology in the manufacturing field.

**Next Youth Committee Meeting      November 8, 2022**

**THE MEETING ADJOURNED AT 1:30 PM**

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms

**\*\* SUBJECT TO CHANGE  
IF NEEDED\*\***

**Workforce Development Board of Contra Costa County  
Board Committee Meeting Calendar Year 2023**

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**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)

**DATE:** November 8, 2022  
**TO:** Youth Committee  
**FROM:** LaTosha Stockholm, Workforce Services Specialist & CCWorks Program Manager  
**RE:** **Funding Award Recommendation – Measure X Youth Centers**

**BACKGROUND**

Measure X is a countywide 20-year, 1/2 cent sales tax approved by Contra Costa County voters on November 3, 2020. Collection of the tax began on April 1, 2021. The ballot measure language stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers, emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.” Goal number four of Measure X is “Intergenerational Thriving”. One piece of this goal is the development of two new Youth Centers in Contra Costa County, one in East and one in Central County.

Contra Costa County Employment and Human Services Department has tasked the Workforce Development Board of Contra Costa County (WDBCCC) with oversight of the Youth Centers Request for Interest/Request for Proposals (RFI/RFP) processes.

The Workforce Development Board released a RFI to procure a contractor to conduct Stakeholder Engagement. The RFI anticipated awarding up to \$169,570 of Measure X Funds in a six-month contract starting January 1, 2023 to a consultant/entity for facilitation of project management and public engagement in regards to the community engagement, program design, an implementation plan and budget for the Youth Centers.

**STATUS**

Two proposals were received by the WDB and were distributed for evaluation to a team of Reader/Raters. Both proposals showed interest in both Youth Center projects, in East and Central County regions.

Reader Rater Summary and Aggregate Scores:

Reader/Rater Recap-RFI 744						Average Score	Recommended for Funding
	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	(100 Total Points Possible)	
NBS	53	59	60	65	58	59	NO
Third Sector Capital Partners	88	86	84	83	86	85.4	YES



**RECOMMENDATION**

Recommend to the Youth Committee that action be taken to award contract to Third Sector Capital Partners and direct staff to begin contract negotiations.

**FISCAL IMPACT**

Up to \$169,570 of the Measure X Funding, allocated for Youth Centers under goal number four, "Intergenerational Thriving", for the stakeholder engagement process, program design, implementation plan and proposed budget for the development of two new Youth Centers.

**SCHEDULE**

Approving staff's recommendation will ensure approvals move forward in accordance with the timeline for establishing the Measure X Youth Centers.

For any questions, please contact LaTosha Stockholm, Workforce Services Specialist CCWorks Program Manager at 925-671-4541 or email at [lstockholm@ehsd.cccounty.us](mailto:lstockholm@ehsd.cccounty.us)

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**DATE:** November 8, 2022  
**TO:** Youth Committee  
**FROM:** LaTosha Stockholm, Workforce Services Specialist & CCWORKS Program Manager  
**RE:** **Role of Youth Committee Youth Centers Project Oversight – Measure X**

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On August 2, 2022, the Full Board approved the Youth Committee as the designated oversight committee for the Measure X Youth Centers project.

As discussed at the Youth Committee Meeting on September 13, 2022, the Youth Committee expressed interest in serving as oversight for the Measure X Youth Centers community engagement and development processes.

Workforce Development Board of Contra Costa County (WDBCCC) has selected a contractor to conduct community engagement to determine the needs and desires of the community as it pertains to the Youth Centers, and they will be making recommendations after analyzing the results of their efforts.

It is the goal of WDBCC to make sure that the Youth Centers development process prioritizes:

- Youth Voice heavily weighted in decision making
- Youth Centers benchmarks and measureable outcomes
- Reflection of youth needs in their communities
- Youth Centers accessible to diverse and vulnerable populations
- Optimal Impact for Contra Costa youth
- Promotion of equity and inclusion across diverse youth population
- Intergenerational thriving
- Comprehensive, whole-human approach

Today's discussion will include addressing the following questions to clarify the role of the Youth Committee as oversight in this project. This discussion will guide in the development of a project charter (see handout).

1. How much involvement does the Youth Committee want to have in this role?
2. Should the Youth Committee:
  - a. Approve programming elements?
  - b. Have oversight over the entire project?
  - c. Be involved in the community engagement process? If so, how?
  - d. Be involved in the determination of benchmarks and outcomes once the Youth Centers are in development and operational?

For any questions, please contact LaTosha Stockholm, Workforce Services Specialist & CCWorks Program Manager at 925-671-4541 or email at [lstockholm@ehsd.cccounty.us](mailto:lstockholm@ehsd.cccounty.us)

# PROJECT CHARTER

1. General Project Information				
<b>Project Name:</b>	Youth Centers, Measure X Oversight			
<b>Executive Sponsor:</b>	Tamia Brown, Executive Director			
<b>Committee Sponsors:</b>	Youth Committee, Workforce Development Board of Contra Costa County			
<b>Project Manager</b>	LaTosha Stockholm, Workforce Services Specialist			
<b>Impact of project:</b>	This project will provide an additional layer of accountability, checks and balances, to ensure the highest quality result for the Youth Centers, with the best possible outcomes and impact for Contra Costa County			
2. Project Team				
Workgroup Team Members: (do not include subgroup)	Name	Working Title	Bureau	Division
<b>Core Group</b>				
<b>Subgroup</b> (Core Group will lead)				
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
External Stakeholders: Contra Costa County (CCC) Youth, Families, Communities, Schools, Justice System				
Internal Stakeholders: Employment and Human Services (EHSD), Workforce Development Board of Contra Costa County (WDBCCC). Workforce Development Board Members (Executive Board, Full Board, Youth Committee, BED Committee)				
4. Project Scope Statement				
<b>Project Purpose / Business Justification</b> Describe the business need this project addresses				
The purpose of this project is to provide an additional layer of oversight in relation to the Measure X Youth Center Project, to ensure the highest quality result with the best possible outcomes.				

<b>Objectives (in business terms)</b>		
<b>Deliverables</b> <i>List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)</i>		
1.		
<b>Scope</b> <i>List what the project will and will not address (e.g., this project addresses units that report into the Office of the Director. Units that report into the Bureau Directors are not included)</i>		
This Charter addresses:		
This Charter does not address:		
<b>Project Milestones</b> <i>Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones</i>		
	<b>MILESTONES</b>	<b>Estimated Execution Timeframe</b>
1	DEVELOP PROJECT CHARTER FOR YOUTH COMMITTEE OVERSIGHT	NOVEMBER 2022
2	APPROVE CONTRACTOR SELECTION FOR RFI#744, PUBLIC ENGAGEMENT	NOVEMBER 2022
3		
4		
5		
<b>Major Known Risks (including significant Assumptions)</b> <i>Identify obstacles that may cause the project to fail.</i>		
<b>Risk</b>	<b>Risk Rating (Hi, Med, Lo)</b>	
<b>Constraints</b> <i>List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).</i>		
-		
<b>External Dependencies</b> <i>Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?</i>		
<ul style="list-style-type: none"> <li>- Timeline established by contractor</li> <li>- Timeline established by EHSD Contracts Department</li> </ul>		
<b>5. Communication Strategy</b> <i>(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.</i>		
<p><b>Executive Sponsor</b> – Responsible for Charter, approving changes to the milestones workplan. Meets with Committee Sponsors and Core team members on a regular basis to receive progress status on Project and to provide direction. Responsible for proposing changes to Staff to the Board, if needed.</p> <p><b>Committee Sponsor</b> – Collaborate with Core Group to achieve milestones and objectives of this charter. Provides guidance to subgroup members and direction to associated staff.</p>		

**Core Group** – Follow Charter and provide recommendations if we need to change course. Ambassadors of this Project and providing direction to the subgroup and associated staff.

**Project Manager** – Facilitates the process for getting this project to completion. Schedule and attend meeting updates with executive sponsors, and coordinate with workgroups to make sure their meetings are scheduled and receive progress updates.

Frequency of Meetings: Coregroup and Division Sponsor to provide regular updates to the executive sponsors.

Core Group and Division Sponsor can meet with participants to achieve milestones – include meeting frequency in milestone notes.

#### 6. Charter Update

Name	Purpose of Update	Date (MM/DD/YYYY)
LaTosha Stockholm	Original Draft	11/8/2022
Youth Committee	Oversight Project Charter Approved	

#### 7. Notes

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**Attachment 1: Youth Centers Oversight \_ Project Milestones Work Plan**

Project Milestones Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones STATUS KEY: Green = Complete, Yellow = In progress, Red = Overdue, Grey = Not Started						
	Milestone	Start Date	End Date	Lead	Participants	Notes
1	<b>Develop Youth Committee Oversight Roles</b>					
1.1	Develop Project Charter	11/8/2022	11/8/2022	Project Manager	Youth Committee & WDBCCC Staff to the board	Share Charter template with Youth Committee, Discussion of Oversight role. Fill in document.
2	<b>Implementation of Youth Committee Oversight Roles</b>					

**Attachment 1: Youth Centers Oversight \_ Project Milestones Work Plan**


Milestones Work Plan Update		
Name	Purpose of Update	Date (MM/DD/YYYY)
LaTosha Stockholm	Original Draft	11/8/2022