



## **Youth Committee Agenda**

**January 10, 2023**

**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      **John Muir Land Trust Family Harvest Farm  
Garden Apprenticeship Program**
- 12:30 PM      CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST  
PUBLIC COMMENT  
INTRODUCTIONS**
- 12:35 PM      CONSENT AGENDA**  
C1      **Approve November 8, 2022 Youth Committee Minutes**
- 12:45 PM      DISCUSSION ITEMS**  
D1      **Youth Voice in Decision- Making**  
D2      **Youth Committee – Presentations & Field Visits**
- 1:05 PM      UPDATES/INFORMATIONAL ITEMS**  
U1      **RFI #744 Measure X Youth Center Status Update**
- 1:15 PM      CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM      ADJOURN**

### **Future Youth Committee Meetings: March 14, 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; 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:** January 10, 2022  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Workforce Services Specialist Youth Program Manager  
**RE:** **Family Harvest Farm - Hannah Hodgson Katzman, Associate Director**

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### **BIOGRAPHY OF SPEAKER**

Hannah puts her experience in environmental program management to work at Family Harvest Farm, a program of John Muir Land Trust. She manages strategic planning, operations, finances, fundraising, partnerships, volunteers, and community outreach. Hannah grew up on a small horse ranch in Martinez, CA and enjoys the Bay Area for its diversity and beauty. Her past work experience includes project management, environmental programming, education, and community organizing for the National Park Service, Resource Conservation Districts, and public utilities. Hannah attended the University of California at Santa Cruz and earned a B.A. in Community Studies with a focus in Economic Justice and a certificate in Experiential Leadership.

**John Muir Land Trust**  
**[Family Harvest Farm](#)**

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, November 8, 2022  
Via ZOOM MEETING

The Youth Committee met on Tuesday, November 8, 2022 via a ZOOM Meeting. The meeting came to order at 12:03 pm.

**ATTENDANCE**

MEMBERS PRESENT - Mike McGill, Robert Muller, Bill Mahoney, Drew Douglas, Gina Del Carlo, Heather Fontanilla, Jerry Aranas, Mayling Alvarado, Alejandra Chamberlain (Proxy)

MEMBERS ABSENT – Lynn Mackey, Shawn Einck, Tom Hansen (EX), Sean Laurant (Proxy)

OTHERS PRESENT: Yolanda Vega (Board Chair), Veronica Boe, Anna Ramos, Chris James, Monica Wilson, Netirza Levine, Esperanza Ellis, Hanna – Family Harvest Farm, Shirley Hernandez, Erin Larkins, Sheba Rivera

WDB STAFF PRESENT: Tamia Brown, Maureen Nelson, Patience Ofodu, Verneda Clapp, Donn Matsuzaki, LaTosha Stockholm, Jed Silver, Veronica Ramos, Patricia Conley

**PUBLIC COMMENT**

None

**INTRODUCTIONS**

Chris James, Workforce Based Learning Coordinator, Mount Diablo Unified School District (MDUSD)

**CONSENT AGENDA**

- C1 Approve September 13, 2022 Youth Committee Minutes**  
**C2 Approve WDBCCC Youth Committee Meeting Calendar 2023**  
**Motion/Second Bill Mahoney/Gina Del Carlo**  
**Motion Approved**

**AYES:** Mike McGill, Robert Muller, Bill Mahoney, Drew Douglas, Gina Del Carlo, Heather Fontanilla, Alejandra Chamberlain (Proxy)

**NAYS:** None

**ABSENT:** Jerry Aranas, Mayling Alvarado, Lynn Mackey, Shawn Einck, Tom Hansen (EX), Sean Laurant (Proxy)

**ABSTAIN:** None

**P1 – PRESENTATION**

California State University Maritime Academy (Cal Maritime), Veronica Boe

Ms. Boe has been with Cal Maritime for over 16 years, primarily to oversee the Maritime Safety and Security Center (MSSC) located in Richmond. They provide U.S. Coastguard training to professional mariners and other industry partners. Formed with Chevron to support security, first responder, and maritime training in the Maritime Transportation System. Participants do not pay, but sponsored by maritime industry partners, which costs about \$1,400 per student. There are four chaperones from sponsors, educational partners or Cal Maritime graduates. MSSC has a 6-day program that provides certificates in Personal Survival and Basic Marine Firefighting, ideally to 24 students from low-income families. The students have been from five different Los Angeles Unified School District high schools. They learn teamwork and leadership skills, an introduction to the

maritime environment and industry, and the importance of this workforce in the Bay area, California and the world. Some have graduated from Cal Maritime's undergrad and graduate programs, and employed by top maritime-related companies.

**Questions and Comments:**

- How do students apply?  
Typically an industry organization with funding to expand their community outreach, reaches out to Cal Maritime, as did the Port of San Francisco. Then they are set up with an organization that has an identified group of high school juniors. The industry organization or nonprofit group they collaborated with does the recruiting within their school.
- What about the Port of Oakland or Port of Richmond?  
Veronica has not talked to the Ports. She is willing to talk to her contacts at Chevron if there is no sponsor available, for funding to support a group from Richmond to take this program. She has not been able to get anyone from Vallejo.
- Are groups in California made aware of this program through this presentation?  
Yes. The MSSC group are talking about not limiting it to just high school students, but to include young adults, possibly re-entry.
- Family Harvest Farm works with young adults but does not have as many as 24 participants; could a group of cohorts pull together to make that many?  
Yes.
- A few months ago, the Youth Committee had a presentation by an organization that sponsored a maritime industry maintenance program. Is there an opportunity to put those students through this program too, to help them be more well rounded in the industry?  
MSSC is open to anybody and everybody going through this summer program.
- Mike McGill will talk to Noramah about coordinating a visit to the Academy in Richmond. Veronica is happy to arrange a tour of the training ship in Vallejo campus as well.
- Is there small arms training?  
Their cadets are not allowed in that training. However, Chevron Refinery has their own small arms range run by an outside contractor, used by outside groups for small firearms training.

**ACTION ITEM**

**A1 Approve Selection of Contractor per RFI #744 – Measure X Youth Centers**

The Executive Director reported the Request for Information (RFI) process concluded. Third Sector Capital Partners was selected to conduct the Youth Centers community engagement and stakeholder phase. Background information, reader/rater summary and aggregate scores was included in the agenda packet. We are waiting to receive the official letter of awarded contract from the Contra Costa County (CCC) contracts department.

**Recommendation**

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

**Questions and Comments:** None

**Motion/Second Robert Muller/Heather Fontanilla**

**Motion Approved**

**AYES:** Mike McGill, Robert Muller, Bill Mahoney, Drew Douglas, Gina Del Carlo, Heather Fontanilla, Jerry Aranas, Alejandra Chamberlain (Proxy)

**NAYS:** None

**ABSENT:** Mayling Alvarado, Lynn Mackey, Shawn Einck, Tom Hansen (EX), Sean Laurant (Proxy)

**ABSTAIN:** None

Sheba Rivera, Director of Third Sector, expressed her appreciation. They are a national organization, have done a lot of work in the Bay area, and recently did a similar project in Oklahoma developing plans for a Diversion Club. It is exciting to see the Workforce Development Board of Contra Costa County (WDB) project bring in stakeholder and youth voice, and data and best practices from other areas.

## **DISCUSSION ITEM**

### **D1 Role of Youth Committee in Youth Centers Oversight**

Information for this discussion was included in the agenda packet, including the goals of the Youth Centers. How involved does the Youth Committee want to be?

- The Youth Committee should give input and be involved rather than just providing approvals. Form an adhoc committee to make recommendations to the Youth Committee.
- Youth Committee involvement may be fluid, determined throughout the project. Wait until the contractor provides results from community engagement and stakeholder recommendations.
- Use the experts in the room who have toured many centers, know and are familiar with the youth we are trying to reach in our local area; they should be on the adhoc committee.
- Only one volunteered to be on the adhoc committee from the request to the WDB Board of Directors.
- A timeline would help determine volunteer availability.
- The 1<sup>st</sup> phase of the community/stakeholder engagement will take about 6 months once the RFI is officially complete. The contractor will help develop the 2<sup>nd</sup> phase, the RFP (Request for Proposal) for who is going to operate the Youth Centers. Overall, the timeline will take about two years.
- Segment the deliverables: what the administrative oversight will be, and what the timeline and budget will be.

### **D2 Youth Voice in Decision Making**

- When toured the RYSE Center in Richmond, there was youth involvement and decision making in every aspect of its creation and development. This is why it is successful. Youth are using it; their voice gave them what they wanted.
- Have a meeting of just the students so they are comfortable sharing. Often they are intimidated and nervous in a room full of adults.
- Get what the deliverables are that the youth want.
- Invite the youth that helped with the RYSE Center to share with us. Not a problem unless RYSE applied for the RFP, and based on their suggestions they were selected; this could possibly be a conflict of interest.
- There are providers in central and east county that have access to youth, from our own Workforce Innovation Opportunity Act (WIOA) programs, community based organizations (CBO), city youth programs, school districts, and foster liaisons.
- K-14 alignment and community college students may want to share. Learning Aligned Employment Program (LAEP) awarded \$500 million dollars from State of CA for wages for internships. Students paid doing a research project to find best practices for Youth Centers, with mentors helping them with clear goals.
- LAEP may not be ready/available for our timeline.

The Chair suggests bringing this discussion back to our January meeting. Robert Muller will Chair the January Youth Committee meeting in Mike McGill's absence.

### **D3 Youth Committee – Field Visits & Topics for Future Meetings**

- The Chair requests if you have suggestions for this discussion item, to email Noramah Burch and copy him.

**UPDATES/INFORMATIONAL ITEMS**

None

**CHAIRS' REPORT AND NEXT AGENDA ITEMS**

Chair expressed appreciation to committee members for their collective thinking.

- Mount Diablo Unified School District (MDUSD) is having a mock interview panel training November 16. Would like to invite anyone from Youth Committee to sit in as an interviewer. Anna Ramos with MDUSD will email more information about this and her contact info to Patricia with WDBCCC, who will distribute it to the Youth Committee.

**Next Youth Committee Meeting:** January 10, 2023

**THE MEETING ADJOURNED AT 1:28 pm**

Respectfully Submitted,

Patricia Conley, Business Services Representative

/pc

## Youth Committee Meeting Presentations from 2020

Date	Business/Presentation	Presenter Name	Title	Email	Phone
1/10/2023	John Muir Land Trust Family Harvest Farm Garden Apprenticeship Program	Hanna Hodgson Katzman	Associate Director	hannah@jmlt.org	925-387-8738
11/8/2022	Cal Maritime (CSU Maritime Academy)	Veronica Boe	Senior Director Professional & Continuing Education		
9/13/2022	PilotCity	Derick Lee	Founder		
7/12/2022	Civicorps	Steven Addison	Conservation Program Coordinator		
5/10/2022	cancelled	Brian Hickey	Chief Fiscal Officer/Chief Operating Officer		
		Drew Douglas	Senior Dean of Workforce & Economic Development		
3/8/2022	Contra Costa Community College District	Tara Sanders	Workforce & Economic Development Manager		
1/11/2022	Los Medanos Process Technology Program		Learning & Development Manager for PBF Energy at the Martinez Refining Company		
11/9/2021	Bitwise Industries - Tech Apprenticeship	Robert Muller			
9/14/2021	Boatworks Marine Tech Apprenticeship	Bruce Holaday			
8/10/2021	Gladeo: Career Navigation Platform	Michelle Cho	CEO & Co-Founder		
5/11/2021	CCCOE Remote Work Experience	Elizabeth Avalos			
		Alicia Bell			
3/9/2021	WDBCCC Local Plan - Stakholder Input	Steve Shultz, Glen Price Group			
1/12/2021	National Youth Employment Coalition	Rashaun Bennett	Senior Program Associate		
11/10/2020	Life-Skills Empowerment Group	Shawn Einck	President & Educator		
8/11/2020	PilotCity	Derick Lee			
7/14/2020	Love Never Fails	Vanessa Russel &/or Monica Wilson			
	Job Corps	Rosalina Rosas			
6/9/2020	Earn & Learn Summer Metrix Learning Pilot				
5/12/2020	cancelled - Adhoc RFP Meeting				
		Drew Douglas	Senior Dean of Workforce & Economic Development		
4/14/2020	Contra Costa Community College District (4CD) Perkins Career & Technical Education (CTE)	Tara Sanders	Workforce & Economic Development Manager		
3/10/2020	cancelled				
2/11/2020	cancelled				
1/14/2020	PilotCity				





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**Date:** January 10, 2023

**To:** Youth Committee

**From:** LaTosha Stockholm, Workforce Services Specialist & CCWORKS Program Manager

**Re:** **RFI #744 Measure X Youth Centers Status Update**

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### **CURRENT SITUATION**

The Request for Interest (RFI) to procure a consultant to conduct stakeholder and community engagement in regards to the Measure X Youth Centers has been cancelled. RFI #744 had previously closed on September 20, 2023, and the contractor, Third Sector, was selected and notified. In December 2023, the contracts unit determined that an additional submission had been received timely, which was inadvertently omitted from the rating and review process.

Due to the omitted submission, the RFI process will need to be started over again. The RFI will be re-released in January 2023. All previous applicants, in addition to any new applicants, will be eligible to apply.