



Youth Committee Agenda

April 22, 2024

12:00 p.m. – 1:30 p.m.

**4071 Port Chicago Hwy., #250 Conference Room A
Concord, CA 94520**

ZOOM Meeting – Meeting ID: 812 4765 1761; Passcode: 330236

<https://us06web.zoom.us/j/81247651761?pwd=5ELhTf2va0nU8zQiW4TYaxPOXhhbab.1>

Join by Dial In: 699-444-9171 or 253-205-0468

- 12:00 PM PRESENTATION ITEM and DISCUSSION**
P1 First Place for Youth Pre-Apprenticeships/Apprenticeships
Stephanie Garcia, Director of Education and Employment
- 12:30 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
PUBLIC COMMENT
INTRODUCTIONS
- 12:40 PM CONSENT AGENDA**
C1 Approve January 22, 2024 Youth Committee Minutes
- 12:45 PM UPDATES**
U1 Measure X Youth Centers Community Engagement
- 12:45 PM ACTION ITEMS**
A1 Approve Ad Hoc Committee for Measure X Youth Centers
A2 Release of Request for Proposal (RFP) for WIOA Youth Services
A3 Recruitment of Youth for WDB Youth Committee
- 1:25 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

Future Youth Committee Meetings: Monday August 26, 2024

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

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

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

DATE: April 22, 2024
TO: Youth Committee
FROM: Noramah Burch, Youth Program Manager
RE: **First Place for Youth**

BIOGRAPHY OF SPEAKER



Stephanie Garcia is Director of Education and Employment at First Place for Youth. Her passion is assisting young adults in recognizing their full potential and supporting their journey.

First Place for Youth supports foster youth as they learn to support themselves. They offer transition-age youth the programs they need while influencing laws, ideas, and policies that will impact future generations of foster youth for years to come.

In Stephanie's current role, she is able to feed this passion for young people by overseeing First Place for Youth's six counties across California. She supports and develops managers and teams to assist transition age youth to develop the education and employment skills to reach self-sustainability. She develops and maintains external workforce development and education partnerships to increase youth access to opportunities.

For any questions, please contact Noramah Burch, Youth Program Manager at 925-671-4532 or email at nburch@ehsd.cccounty.us

Youth Committee Minutes
Monday, January 22, 2024

The Youth Committee met on Monday, January 22, 2024 at 4071 Port Chicago Highway Suite 250, Conference Room A, Concord and via ZOOM. Chair Michael McGill called the meeting to order at 12:03 pm and reminded everyone of the potential conflict of interest.

PUBLIC COMMENT

None

ATTENDANCE

MEMBERS PRESENT – Mike McGill, Robert Muller, Tom Hansen, Bill Mahoney, Gina Del Carlo, Heather Fontanilla, Mayling Alvarado, Drew Douglass, Tara Sanders (Proxy), Alejandra Chamberlain (Proxy)

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

OTHERS PRESENT – Esther Pena, Neritza Levine, Coleman Gonzales, Kim Hudson, Peter Griffin

WDB STAFF PRESENT: Tamia Brown, Noramah Burch, LaTosha Stockholm, Ken Austin, Rochelle Soriano, Maureen Nelson, Patricia Conley, Iyadunni Adeyemi, Bryon Devera

CHAIR’S REPORT AND NEXT AGENDA ITEMS

No report.

CONSENT AGENDA

C1 Approve May 9, 2023 Youth Committee Minutes

Motion/Second Robert Muller/Bill Mahoney

Motion Approved

AYES: Mike McGill, Robert Muller, Tom Hansen, Bill Mahoney, Gina Del Carlo, Heather Fontanilla, Alejandra Chamberlain (Proxy)

NAYS: None

ABSENT: Sean Laurant, Lynn Mackey, Shawn Einck, Drew Douglass, Mayling Alvarado

ABSTAIN: None

Defer ACTION ITEM - A1 Approval of Preliminary Input from Community Engagement Sessions for future meetings.

ACTION ITEM

A1 Approval of Preliminary Input from Community Engagement Sessions

Survey continues (sample size) by District 3,4, & 5.

Additional Measure X funds; 5 million start up but no operating costs

Leverage WIOA Programs

Youth reach – high schools with each district

CCOE Director of School Programs

Seven bullet points on Youth Voice in Decision Making, listed in the November 8, 2022 Youth Committee meeting minutes, was included in the agenda packet.

P1 – PRESENTATION and DISCUSSION ITEM

Learning Aligned Employment Project (LAEP) - Contra Costa Community College District

4CD Overview

How they meet the needs of employers and students through work-based learning

Contra Costa College

- Established in 1949
- Serving 9,998 Students in 2022-2023
- Work-Based Learning Highlights: *Workforce Wednesdays & annual regional career fair*

Diablo Valley College

- Established in 1949
- Serving 23,989 Students in 2022-2023
- Work-Based Learning Highlights: *Industry Insights and Tesla START Partnership*

Los Medanos College

- Established in 1974
- Serving 11,417 Students in 2022-2023
- Work-Based Learning Highlights: *Career Crawl and Industrial Technologies Job Fair*

Address labor market demand and employer training needs in growing sectors;
Consider urban, countywide and local economic development in subregional areas; and
Develop enhanced data tracking and reporting mechanisms to prove performance.

All 3 colleges offer:

- Accounting
- Business/Business Administration
- Chemistry
- Computers
- Economics
- English
- Journalism
- Math
- Psychology
- Sociology
- And much more

Learning Aligned Employment Program (LAEP) Overview

- Paid, career-related internship for eligible underrepresented students to enhance their technical and essential skills, benefiting both students and employer
- LAEP college include: CA Community College (CCC), CA State University (CSU), University of CA (UC)
- \$500 Million in state funds were allocated to LAEP

Skill Building for Learners

Students engage in meaningful work experience and become trained, competitive workers.

Employers work with a subsidized employee who learns and grows within the company/organization, with the support of a local college instructor.

Employers Partnerships

Structured LAEP partnerships create mutually beneficial relationships that bolster students' economic mobility and create a local, qualified talent pipeline for employers.

Student Eligibility

- Underrepresented backgrounds
- At least half-time enrollment
- CA resident classification
- Maintenance of satisfactory academic progress
- Demonstrated financial need
- Eligibility to work in the U.S.

Employer Eligibility

- *Research centers and institutions* operated by (UC, CSU, CCC) if the position provides students with direct opportunities to participate in research.
- *Public schools* operated by school districts, county superintendents of schools, the Department of the Youth Authority, or the Department of Education.
- *Nonsectarian, nonpolitical organizations or corporations*, if they can provide students with full-time employment opportunities within their areas of study after graduation. Alternatively, if they can provide transferable skills in the internship that can lead to employment.
- *Employers will sign an Employer Agreement.*
- *A student will be placed in an educationally beneficial position related to their area of study, or career objectives.*
- *The student will be paid at a comparable rate to existing positions in the field.*
- *The LEAP program cannot displace workers or impair existing contracts for services.*

LAEP Funding by Employer

LAEP funds may provide:

- Up to 50% of compensation for positions at for profit employers
- Up to 0% of the student's compensation for positions at public educational institutions or nonprofit corporations.
- Up to 100% of compensation for positions at the UC, CSU, or CA Community College (CCC)

Overview of Potential LAEP subsidy:

Up 90% of the student's compensation for positions at nonprofit corporations

Up to 50% of compensation for positions at profit employers

Next Youth Committee Meeting: April 22, 2024

THE MEETING ADJOURNED AT 1:30 pm

Respectfully Submitted,

Rochelle M. Soriano, Board Secretary

/rms

DATE: April 22, 2024
TO: Youth Committee
FROM: LaTosha Stockholm, Youth Centers and CCWorks Program Manager
RE: **Youth Centers Community Engagement**

A. BACKGROUND

The Contra Costa County (CCC) Board of Supervisors, in alignment with the objectives of Measure X, has designated funds for the establishment of three new youth centers. These centers aim to address the diverse needs of youth residing in different districts of the county. The allocation of these centers is as follows:

- BOS District 3: East County, encompassing unincorporated areas such as Bethel Island, Byron, Discovery Bay, Knightsen, and the municipalities of Antioch, Brentwood, and Oakley.
- BOS District 4: Central County, comprising Concord, Clayton, Pleasant Hill, Walnut Creek, as well as unincorporated areas like Contra Costa Centre and Morgan Territory.
- BOS District 5: East County (Eastern part of D5), including Pittsburg, a section of Antioch, and surrounding unincorporated regions such as Bay Point.

The planning process for these youth centers is under the leadership of the Employment and Human Services Department (EHSD), with oversight from the Workforce Development Board (WDB). Social Change Partners and Public Minded Consulting have been engaged as consultants to support this endeavor.

B. CURRENT SITUATION

Community engagement has been a crucial aspect, involving an online survey and listening sessions conducted from October 2023 through April 2024. The scope of engagement covers a wide range of aspects including youth needs, service priorities, program offerings, location considerations, operating hours, priority populations, age demographics, and diverse experiences. Specific targets have been set to ensure comprehensive engagement, including a minimum of 300 survey responses (100 per district), with at least half of the respondents in each district being youth age 25 or under. Additionally, 30-40 live and virtual community input sessions are planned, with a minimum attendance of 50 individuals per district, ensuring representation from youth demographics. The feedback garnered from these engagements will inform the drafting of Implementation Plans for each center, which will subsequently be presented to the Board of Supervisors for approval. Following approval, a competitive procurement process will be initiated to select the provider(s) tasked with operating each center.

The drafting of a Community Engagement Report summarizing the findings is currently underway.

C. NEXT STEPS

Now through July 1, 2024, we will be focusing our efforts as follows:

- Ad Hoc Workgroup provides feedback on the draft Youth Centers Community Engagement Report
- Final Community engagement report to be sent to WDBCCC and WDB Youth Committee as Informational item
- Ad Hoc Workgroup provides feedback on draft Youth Centers Implementation Plan
- Special meeting of WDB Youth Committee to approve Youth Centers Implementation Plan
- Special meeting of WDBCCC Full Board to approve Youth Centers Implementation plan

It should be noted that this date is tentative and subject to change based on various factors, primarily site identification.

This project plan outlines a comprehensive approach to establishing youth centers in Contra Costa County, aiming to address the diverse needs and priorities of the youth population across different districts.

For any questions, please contact LaTosha Stockholm, Youth Center & CCWorks Program Manager, at 925-671-4541 or email at lstockholm@ehsd.cccounty.us

DATE: April 22, 2024
TO: Youth Committee
FROM: LaTosha Stockholm, Youth Centers and CCWorks Program Manager
RE: Youth Centers Steering Committee

RECOMMENDATION

That the Youth Committee approve an Ad-Hoc committee, utilizing members of the already established Measure X Youth Center Steering Committee, to review, provide feedback, make recommendations to said committee on the work products from the community engagement process to help shape the development of the Measure X Youth Centers.

A. BACKGROUND

The contractor Social Change Partners, (SCP) began the community engagement process in October 2023. Over the last six months, SCP has worked diligently to gather community input to guide priorities for the Measure X Youth Centers. This undertaking included the seating of a Steering Committee of diverse stakeholders with relevant expertise to support and inform the process. In addition, Public Minded Consulting group was brought on to accelerate the community engagement process and ensure the SCP goals aligned with the district specific requests. Public Minded Consulting played an integral role alongside Social Change Partners in overseeing the community engagement phase of this project.

B. CURRENT SITUATION

This item brings forward the transition of the Measure X Youth Centers Steering Committee from Social Change Partners to an Ad-hoc working group within the WDB Youth Committee, following the conclusion of the community engagement phase. This Ad-hoc group will review, provide feedback on, make recommendations to the Youth Committee on the work products from the community engagement process.

The Ad-Hoc Committee anticipates convening two to three meetings between now and the next Youth Committee Meeting on August 26, 2024. During these sessions, the committee aims to complete the following tasks:

- Provide comprehensive feedback on the draft Youth Centers Community Engagement Report
- Provide Feedback on the draft Youth Centers Implementation Plan

(Please note that the timeline provided above is subject to change based on evolving project needs and requirements)

As a result, the Youth Committee will make final recommendations to the Full Board and BOS on the draft Youth Center implementation plans, thereby continuing support and guidance in the shaping and development of the Measure X Youth Centers. This work supports multiple elements with the WDB's Local

Plan. WDB recognizes the significant barriers that youth experience in connecting to services, career pathways, and eventual entry and advancement in gainful employment. This work aims to identify gaps in existing services and determine how the youth centers can address those needs effectively. As a result, opportunities to leverage the Workforce Innovation and Opportunity Act (WIOA) Youth Programs may be identified.

WDB prepares to use these elements to help inform current and future strategies for enhancing the youth services in the Local Areas, specifically addressing the community needs of District 3, 4, and 5.

For any questions, please contact LaTosha Stockholm, Youth Centers and CCWORKS Program Manager at 925-671-4541 or email at lstockholm@ehsd.cccounty.us

DATE: April 22, 2024
TO: Youth Committee
FROM: Noramah Burch, Youth Program Manager
RE: **Recommendation to Release Request For Proposal (RFP) for WIOA Youth Services**

RECOMMENDATION

That the Youth Committee approve the release of an RFP for WIOA Youth Services with a release date in the Fall and forward the recommendation to the Full Workforce Development Board (WDB) for consideration.

A. BACKGROUND

The Workforce Development Board (WDB), with Board of Supervisors approval, has recently moved to a four-year procurement cycle.

After successfully prevailing in their bids the current youth service providers were awarded contracts in July 2021 in response to RFP #1174. WIOA requirements regarding competitive procurement necessitate the release of a new RFP for WIOA Youth Services on a 4-year procurement term.

Past RFP development through the WDB has involved the process of:

- 1) Outreach with community stakeholders to identify possible geographic needs and service trends,
- 2) Convening focused conversations with current service providers to discuss current program trends and identify gaps in current program design and
- 3) Identifying WDB and Youth Committee members to work with staff on the program design component of the RFP process.

B. CURRENT SITUATION

Contracts with the youth service providers, Contra Costa County Office of Education and Mount Diablo Unified School District are in the process of being renewed for the PY 24-25 Program year, the final year of the 4-year procurement cycle.

Because the time needed to release an RFP, evaluate proposals, select providers, and negotiate and execute contracts can easily exceed a year, WDB Youth Program Staff have started the planning process and created a draft RFP timeline.

C. FISCAL IMPACT

Exact funds available in this RFP will not be known until the State of California releases program year 2024-2025 allocations. Based on PY 23-24 Youth allocation amounts minus projected WDB staff and operating costs, an estimated \$1,100,000 - \$1,300,000 may be available for the provision of WIOA Youth Services.

D. SCHEDULE (Proposed)

RFP Timeline - Draft	
RFP Published	August/Sept 2024
Optional Bidders Conference &/or Webinars	1st week in Sept 2024
Questions and Answers - posting period	
Deadline for RFP Submission	October 7, 2024
Contract Compliance Review & Fiscal Review	October 7 - 28, 2024
Programmatic Evaluation period	October 28 - November 22
Orientation for Evaluators	
Evaluators Read & Rate	
Reconciliation of Scores/Ranking	
Youth Committee - Recommendation of Awards	Special Meeting?
Exec or WDB Full Board approval of funding recommendations	November 5, 2024
Appeal period (10 business days from letter mailing)	November 6 - 20, 2024
Contract Negotiations/Contract Development	December 1, 2024
Board of Supervisors - Approval of Contract	January/February 2025
Contract Start Date	July 1, 2025

For any questions, please contact Noramah Burch, Youth Program Manager at 925-671-4532 or email at nburch@ehsd.cccounty.us

DATE: April 22, 2024
TO: Youth Committee
FROM: LaTosha Stockholm, Youth Center & CCWork Program Manager
RE: **Recruitment of Youth for WDB/Measure X Youth Committee**

RECOMMENDATION

That the Youth Committee approve:

1. The creation of (5) youth seats on the WDB Youth Committee/Measure X Youth Center Sub-Committee.
2. Recruitment of youth from a broad pool of candidates (not limited specifically to WIOA).
3. Provide Compensation to youth members paid with Measure X funds.
4. Forward this recommendation to the Board of Supervisors for approval to use Measure X funds.

A. BACKGROUND

The Youth Committee has had several discussions regarding effective ways to ensure youth voice in decision-making. Staff have toured the Ryse Center in Richmond where there was youth involvement and decision-making in every aspect of its creation and development. Additional suggestions included focusing on the deliverable and activities that youth want and providing opportunities for youth to meet without adults taking leadership.

With the creation of Measure X Youth Centers and the quest for continuous improvement in existing Youth Programs, it is essential to that the Youth Centers prioritize:

- 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

For any questions, please contact LaTosha Stockholm, Youth Centers and CCWORKS Program Manager at 925-671-4541 or email at lstockholm@ehsd.cccounty.us