



**Our Mission:** The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.

[WWW.WDBCCC.COM](http://WWW.WDBCCC.COM)

## **Youth Committee Agenda**

**March 12, 2019**

**12:00 p.m. – 1:30 p.m.**

**300 Ellinwood Way, Bodega Bay Conference Room 2nd floor  
Pleasant Hill, CA 94523**

- 12:00 PM PRESENTATION ITEM**  
P1 Contra Costa County Office of Education – WIOA Youth Provider Update
- 12:20 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- INTRODUCTIONS**
- 12:40 PM CONSENT AGENDA**  
C1 Approve February 12, 2019 Youth Committee Minutes
- 12:45 PM DISCUSSION ITEMS**  
D1 2019 Youth Committee Calendar  
D2 Engaging Committee Members in Setting Priorities for Service Delivery  
D3 RFP Timeline and Anticipated Funding
- 1:15 PM CHAIRS' REPORT AND NEXT AGENDA ITEMS**
- 1:30 PM ADJOURN**

**Next Youth Committee Meeting: April 9, 2019**

**Additional information may be provided at the Youth Committee Meeting.**

*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 Board 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 in 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>	<p>The Youth Committee monitors and reports its progress at regular committee meetings, the WDB Executive Committee and full WDB member meetings as appropriate.</p> <p>Progress against the WDB Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal level</p>

## Youth Committee Meeting Minutes

February 12, 2019

12:00 p.m. – 1:30 p.m.

300 Ellinwood Way, Bodega Bay Conference Room 2nd floor  
Pleasant Hill, CA 94523

**12:00 PM PRESENTATION ITEM P1 Contra Costa Economic Partnership, presented by: Kristin Connelly, CEO and Executive Director**

The East Bay Leadership Council (EBLC) is a public policy advocacy organization with a mission to increase economic vitality and quality of life in East Bay. The EBLC is driven by hundreds of employers who value their bold advocacy agenda, access to elected officials, networking opportunities, and regional marketing. The EBLC's Workforce Development and Education Task Force seeks to strengthen the partnership between industry, education, public agencies and community-based organizations, to improve workforce preparation and promote life-long learning for economic vitality and quality of life in the East Bay.

**PRESENTATION ITEM P2 Shell Ambassador Program, presented by: Bill Mahoney, Instrumentation & Electrical Supervisor (Retired) Shell Oil Company**

Located 30 miles northeast of San Francisco on about 1,000 acres of land, Shell's Martinez Refinery combines state-of-the art facilities and equipment to convert up to 165,000 barrels of crude oil a day into many useful products. These products include automotive gasoline, jet fuel, diesel, petroleum coke, industrial fuel oils, liquefied petroleum gas, asphalt, and sulfur.

Operations and Maintenance jobs at the Shell Martinez Refinery are essential to the ongoing successes of the company. Today, we will hear about the outcome of a community outreach pilot program Shell launched in partnership with the Association of Manufacturers Bay Area, Earn & Learn, and Dream It, Do It.

**12:20 PM Mike McGill - CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**

**Board Members in attendance:** Mike McGill, Vittoria Abbate, Sean Laurant, Mayling Alvarado, Drew Douglass, Robert Muller, Steven Beall, Bill Mahoney, Sean Laurant (for Carol Asch),

**Excused:** Jose Carrascal, Carol Asch, Tara Sanders

**Others in attendance:** Donna Van Wert, Gina Del Carlo, Noramah Burch, Patience Ofodu, Thomas Appling, Maryam Adalat, Alejandra Chamberlain, Nicole Cuellar, Salone Platenburg, Kristina Connelly, Danyella Caruthers, Pamela Gernan

**Public Comment – None**

**12:40 PM CONSENT AGENDA C1 Approve January 8, 2019 Youth Committee Minutes**

**C1** Approved Minutes 1<sup>st</sup> Bill Mahoney, 2<sup>nd</sup> Robert Muller, all in favor, 0 – apposed, 0 - abstained

**12:45 ACTION ITEM A1 Recommend Appointment to the Youth Committee – Thomas C. Appling III**

**A1** Approved Member 1<sup>st</sup> Steven Beal, 2<sup>nd</sup> Steve Beall, all in favor, 0 - apposed, 0 - abstained

**1:00 PM DISCUSSION ITEMS D1 RFP Timeline by Gina Del Carlo**

**D1** RFP Published 9/2019 all other dates TBD, contract start date 7/1/2020.

**1:15 PM CHAIRS' REPORT AND NEXT AGENDA**

3/7 Task Force Meeting

3/20 Day at the Capital

Gina Del Carlo is now the Director of Earn and Learn East Bay, she is now working for the East Bay Leadership Council, Contra Costa Economic Partnership. Gina: "I've accepted the position as Director of Earn and Lean. I am transitioning over to the East Bay Leadership Council, Contra Costa Economic Partnership who is hosting Earn and Learn. I will still be deeply involved in the work we all do together, I'll be working with you in a different capacity. Thank you all I am going to miss this Youth Committee and Staff. I really appreciate all the opportunities I've had. I have been here for 7 years and staffing this committee for 5 and it's very near and dear to my heart"

Noramah Burch is the new Youth Committee representative from the WDB. Noramah: "This the 3<sup>rd</sup> Board that I have worked for. I've been with Contra Costa for about 4yrs., prior to coming to CC I lived in the Youth world. My prior experience working with Golden Sierra Job Training Agency as MIS Administrator/Youth Coordinator providing technical assistance to our youth providers. I am looking to turn back to my roots. When I first came on board Gina had just gone through the RFP process with new providers, new energy and focus. I am so impressed with what CC has done to meet those in need in a significant way and building the focus into the Youth contracts of serving the hardest to serve is really stellar and rare. In contracting. I look forward to working with you all"

**1:25 PM ADJOURN**

**Next Youth Committee Meeting: March 12, 2019**

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