

**Youth Development Committee Meeting Agenda**

Monday, December 4, 2023

Stanislaus Military Academy at Teel

5255 1<sup>st</sup> Street, Empire CA 95319

1:00 pm – 3:00 pm

The Stanislaus County Youth Development Committee complies with all provisions of the Brown Act and the Stanislaus County Workforce Development Board Conflict of Interest and Code of Conduct Policy. See links below.

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>

<https://www.stanworkforce.com/workforce-board/>

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at <https://www.stanworkforce.com/workforce-board/>.

All meetings are conducted in English. Current COVID-19 protocols will be followed.

If you require assistance per the Americans with Disabilities Act, please notify the Department of Workforce Development at (209) 558-2151, 48 hours in advance of the meeting.

Public notice of all Youth Development Committee meetings are posted 72 hours in advance of the meeting at the location site and on the webpage at <http://www.stanworkforce.com/workforce-board/#committees>

1. Call to Order and Introductions
2. Conflict of Interest
3. Public Comment Period
4. Announcements:
  - A. Resignation of Jennifer Shipman
  - B. New Committee Chair – Mary Machado
5. Chair Report
  - A. Annual Report (page 28)
6. Department Report
  - C. Youth Services
  - D. Student Training and Employment Program (STEP) Grant
7. Discussion and Actions Items
  - A. Approval of the September 11, 2023 Youth Development Committee Meeting Minutes

- B. Nominations and Appointment of Youth Development Committee Officer  
Position of Vice-Chair
- C. Approval of the 2024 Youth Development Committee Meeting Calendar

8. Future Topics and Discussion

9. Presentation

- A. Career Inspiration Center - Dallas Plaa

10. Adjournment

11. Career & Inspiration Center Tour and Activities

Next Quarterly Meeting:

Tentative upon approval of Agenda item 7C

Date: Monday, March 11, 2024  
Self-Help Credit Union Community Room  
900 Crows Landing Rd., Modesto CA 95351

Time: 1:00 – 3:00 PM

**Youth Development Committee Meeting Minutes**

Monday, September 11, 2023  
Tom Changnon Education Center  
McClatchy Room, First Floor  
1325 H Street, Modesto CA 95354  
1:00 pm – 3:00 pm

Members in Attendance:

Mary Machado  
Fallon Ferris  
Jennifer Shipman

Carmen Wilson  
Dallas Plaa  
Nancy Martinez

Members Absent:

John Bettencourt  
Khoa Nguyen

Staff in Attendance:

Doris Foster  
Adolph Lopez  
Cheryl Fondse  
Irene Hancock

Danny Arreguin  
Andy Fiskum  
Dulce Piceno

8 Additional Guests in Attendance

I. Call to Order and Introductions

Committee Chair, Jennifer Shipman called the September 11, 2023 meeting of the Youth Development Committee (YDC) to order at 1:06 pm. Committee Chair, Jennifer Shipman, introduced herself and asked Committee members and guests to introduce themselves.

II. Conflict of Interest

Committee Chair, Jennifer Shipman, reminded Committee members and guests of the Conflict of Interest Policy.

III. Public Comment Period

There were no public comments.

IV. Chair Report

- A. Resignation of Jeremy Pannell - Committee Chair, Jennifer Shipman, confirmed resignation of Jeremy Pannell.
- B. Introduction of Khoa Nguyen – Member was not present to be introduced.
- C. 2023 STANd Out! Youth Event Outcome - Committee Chair, Jennifer Shipman, shared the results for the 3rd annual STANd Out! Youth Leadership Event held on July 21st, 2023, at Martin G. Petersen Events Center. Feedback for the event was good and over 60 youths attended this year. Committee Chair Shipman thanked the service providers, staff, and Committee members for their support at the event.

D. Meeting of the Minds Conference – Committee Chair, Jennifer Shipman, shared that several Workforce Development staff and Board members attended the CWA Meeting of the Minds Conference which took place from September 5th through the 7th. The event focused on informative workshops and new grants and services available. Director Foster shared information about the Student Training and Employment Program (STEP) Grant that is centered around youths. Copies of this grant were shared and Director Foster stated that Workforce Development will be applying for this grant and are working on a proposal.

V. Department Report

A. Youth Funding Allocation Fiscal Year 2023/2024 – Director Foster reviewed information with the Committee.

B. Youth Career Services

i. Summer Youth Employment Program 2023 – Workforce Development FFS IV, Dulce Piceno, shared the Summer Youth Employment Program statistics, eligibility requirements, and outcomes of the 49 participants. Committee members gave several recommendations and suggestions on how to reach more youth and increase engagement for next year's program.

C. SCWD Board Action Plan – Director Foster shared that Workforce Development is partnering with schools to engage with youth and educate them on the local workforce and to address their barriers to employment.

VI. Presentation

A. Youth Development Service Model

Workforce Development Marketing Coordinator, Danny Arreguin provided the Committee with a presentation on the following:

i. New Structure – New centralized webpage created for youth services on the Workforce Development website which showcases all the resources and services Workforce Development and partners offer.

ii. Marketing and Communication Strategies – New style guide which unifies branding across the programs. This branding will bring consistency across marketing material and boost brand recognition among our audience and will be shared with all partners. Marketing is utilizing social media, interest forms, and geofencing to tailor marketing materials and engage a wider audience.

B. MJC Re-Entry Program Overview – Interim Director of Rise Up Center at MJC, Glen Stovall, introduced the Rise Up Center and several of the programs that they provide access to. Director Stovall provided details on the Rising Scholars Network (RSN) program which focuses on justice involved students and the counseling services and resources that they offer. Additionally, he shared that they just received approval for a \$1.5 million Juvenile Justice Grant.

VII. Consent Item

A. Approval of the March 6, 2023 Youth Development Committee Meeting Minutes.

M. Machado / D. Plaa

VIII. Discussion and Action Items  
None.

IX. Future Topics and Discussion  
A. None

Committee Chair, Jennifer Shipman, thanked everyone for attending the Youth Development Committee meeting and adjourned the meeting at 2:35 pm.

Next Quarterly Meeting:

Date: Monday, December 4, 2023  
Location: TBD  
Time: 1:00 pm-3:00 pm

**December 4, 2023**

Stanislaus County Youth Development Committee Agenda Item

**TO:** Youth Development Committee

**FROM:** Sara Redd, Assistant Director

**SUBJECT:**

Nominations and Appointment of Youth Development Committee Officer Position of Vice Chair

**ITEM NUMBER:** 7B

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

1. Nominate and appoint a Youth Development Committee Vice Chair

**POLICY ISSUE:**

According to the Stanislaus County Workforce Development Board Bylaws (Article V), In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.”

**DISCUSSION:**

On January 9, 2017 the Stanislaus County Workforce Development Board (SCWDB) approved the formation of the Youth Development Committee (YDC), and allowed the Chair to take necessary actions for the Committee formation. As a standing advisory committee, the Youth Development Committee is subject to the Bylaws of the SCWDB. The Bylaws state that such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the SCWDB and who the SCWDB determines have appropriate experience and expertise. Attached please find the Stanislaus County Workforce Development Board Bylaws.

Previous YDC Vice Chair Mary Machado has taken the position of Chair therefore leaving the position of Vice Chair vacant. Nominations of interested Committee members are needed to appoint a Vice Chair.

**ADMINISTRATIVE BUDGET IMPACT:**

There is no budget impact associated with this item.

A handwritten signature in cursive script that reads "Sara Redd".

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Sara Redd, Assistant Director

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE I  
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II  
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 ("WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 et seq.

**ARTICLE III  
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; (v) actively participate in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and (vi) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV  
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of Stanislaus County.



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WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. The Board shall consist of no more than twenty-eight (28) members with no limit on number of terms served, be consistent with Workforce Innovation and Opportunity Act (WIOA) regulations, as it may be amended from time to time, and meet the following requirements:

**1. Business Representatives. (4 year term)** A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector and:

- A. Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
- B. Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

**2. Workforce Representatives. (4 year term)** No less than twenty percent (20%) of the members of the Board shall consist of the workforce within the local area, who shall be:

- A. Representatives of labor organizations, who have been nominated by local labor federations, and a Representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program. If no such joint program exists in the area, such a representative may be from a state-approved apprenticeship program in the area, if such a program exists. These representatives shall amount to not less than 15 percent of local board membership;
- B. May be representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities;
- C. May be representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

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**BYLAWS**

**3. Education/Training Representatives. (4 year term)** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which:

- A. Shall include a representative of eligible providers administering adult education and literacy activities under title II of WIOA ("Adult Education Representatives");
- B. Shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities;
- C. May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment

**4. Economic/Community Development Representatives. (4 year term)** The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who:

- A. Shall include a representative of economic and community development entities;
- B. Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County;
- C. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County;
- D. May include representatives of philanthropic organizations serving Stanislaus County.

**5. Other Representatives. (2 year term)** The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with WIOA.

**ARTICLE V  
OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two (2) years. Officers shall be elected at a regular meeting of the Board. The

**STANISLAUS COUNTY  
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**BYLAWS**

Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to Stanislaus County Workforce Development staff.

**ARTICLE VI  
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 et seq.), and the provisions of the California Public Records Act (Gov. Code § 6250 et seq.), as either or both may be amended from time to time.

A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board.

A member may participate in Board meetings via other technologies if he or she is unable to attend the meeting physically. Such technologies may include teleconference and/or web-based meeting tools, that must be used to promote Board member participation.

**ARTICLE VII  
COMMITTEES**

The Board may designate and direct the activities of standing advisory committees to provide information and to assist the Board in carrying out workforce development activities. Such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board,

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**BYLAWS**

and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. The Board may delegate the Committee Chair to add and/or remove committee members as necessary. This will relieve the Board of the administrative burden should members miss multiple meetings or choose to leave the committee, and allow the committee to replace members as needed. At a minimum, the Board may designate each of the following:

**1. One-Stop Operations.** A standing advisory committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

**2. Youth Services.** A standing advisory committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

**3. Individuals with Disabilities.** A standing advisory committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

**4. Other Committees.** The Board may designate other standing advisory committees in addition to the standing committees specified above.

**ARTICLE VIII  
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with Robert's Rules of Order and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board. The Board shall not permit absentee or proxy voting at any of its meetings.

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**BYLAWS**

**ARTICLE IX  
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board shall be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X  
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 et seq., as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Workforce Development's Conflict of Interest Policy and Code of Conduct, and annually shall file a Statement of Economic Interest as required under that Code.

**ARTICLE XI  
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be provided to each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.

Revised: November 24, 2020  
Revised: May 15, 2018  
Revised: June 7, 2016  
Created: April 5, 2016

**December 4, 2023**

Stanislaus County Youth Development Committee Agenda Item

**TO:** Youth Development Committee

**FROM:** Sara Redd, Assistant Director

**SUBJECT:**

Approval of the 2024 Youth Development Committee Meeting Calendar

**ITEM NUMBER:** 7C

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

1. Approve the 2024 Youth Development Committee meeting calendar

**POLICY:**

The Stanislaus County Workforce Development Board (WDB) Bylaws, Article VI MEETINGS state, that “The Board shall establish a regular meeting time and place.”, and as the Youth Development Committee (YDC) has adopted the WDB’s Bylaws, the Committee shall also establish a regular meeting time and place.

**DISCUSSION:**

At the November 2, 2020 Youth Development Committee meeting, the Committee approved for the regular quarterly Committee meetings to be the month prior to the Workforce Development Board meetings.

The proposed 2024 calendar meeting dates if approved will be scheduled quarterly to take place on the second Monday of the month (unless changed due to holiday) in March, June, September, and December. The proposed scheduled meeting dates for 2024 are included in the following table:

<b>Date</b>	<b>Time</b>	<b>Location</b>
March 11, 2024	1:00 pm – 3:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351
June 10, 2024	1:00 pm – 3:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351
September 9, 2024	1:00 pm – 3:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351
December 9, 2024	1:00 pm – 3:00 pm	Self-Help Credit Union Community Room 900 Crows Landing Rd., Modesto CA 95351

**ADMINISTRATIVE BUDGET IMPACT:** None



Sara Redd, Assistant Director