



**Youth Development Committee Minutes**

Monday, May 6, 2019  
"Project YES" Office  
1222 J Street, Modesto CA 95354  
1:00 pm – 3:00 pm

Members in Attendance:

Patrick Cavanagh	Jennifer Shipman
Raul Dominguez	Carmen Wilson
Cristin Robles Ponce	Cindy Young

Members Absent:

Mary Machado	Dwight Simpson
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Staff in Attendance:

Saphire Allen	Ryan Gonchar
Andy Fiskum	Janae Heppner
Cheryl Fondse	Virginia Isha
Doris Foster	Jinely Reyes

5 Additional Guests in Attendance

- I. Call to Order and Introductions  
Committee Chair, Jennifer Shipman, called the May 6, 2019 meeting of the Youth Development Committee (YDC) to order at 1:04 p.m., thanked all for attending and asked Committee members and guests to introduce themselves.
- II. Conflict of Interest  
Chairman Shipman reminded Committee members of the Conflict of Interest Policy.
- III. Public Comment Period  
There were no public comments on non-agenda items.
- IV. Department Report
  - A. Summer Youth Employment Program Update  
Director Foster introduced Ryan Gonchar, Summer Youth Employment Program Coordinator and the Summer Youth Advisors, and reported that over 150 Youth have already expressed interest in the Summer Youth Program, even though the Marketing Coordinator is just beginning to market the program through brochures and on the Workforce Development website. Ryan added that the first orientation will be tomorrow, and additional workshops will be scheduled. The Summer Program is currently working with twenty-six employers including multiple County departments, and expects to add more employers soon. The Summer Youth Advisors have been doing outreach all across Stanislaus County, including the Workforce Development Job Centers in Modesto, Oakdale, Turlock and Patterson. The goal is to match Youth employment interests with a diverse

variety of employers for a successful experience. This year the Department is placing an emphasis on foster youth, homeless youth, youth with mental health history, and previously incarcerated or law enforcement involved youth. In addition, general population youth, both in-school and out-of-school will be served. Director Foster also acknowledged Dustin Pack and the Ceres Unified School District "Project YES" team for supporting and partnering with the Summer Youth Program, allowing staff to come into the facility and work, and the possible opportunity for client transition at the conclusion of their summer jobs. Suggestions included providing an opportunity for youth to update their resumes following the conclusion of these summer jobs, and asking employers to host soft skills workshops for participants.

B. Presentation on Performance Measures

Director Foster introduced Virginia Isha, Workforce Development Data Analyst who presented a program on "Local Youth Performance Measures". Virginia's presentation was a summary of why both Federal and State governments look to these measures to hold Local Workforce Areas accountable for the outcomes and effectiveness of their programs. She gave examples in her PowerPoint of the process of collecting, sorting and analyzing the data, and what data is included and excluded in the process. Virginia explained the six month and one year numbers, and defined follow-up and its effect on performance numbers.

Two staff positions have been filled to document the follow up activities.

V. Consent Items

No public comments on consent items

Consent items adopted. C. Young/ P. Cavanagh unan. Motion Passed

A. Approved the November 5, 2018 Quarterly Meeting Minutes, and the January 14, 2019 and March 11, 2019 Lunch N' Learn Meeting Minutes

VI. Discussion and Action Items

There were no public comments on Discussion and Action Items

A. Approved the motion regarding Continuation and Date Selection of the Lunch N' Learn Meetings

C. Young/ C. Wilson unan. Motion Passed

Jennifer Shipman, Committee Chair led a discussion of whether the Lunch N' Learn presentations should be continued as they are now, be held as a separate lunch meeting, or be incorporated into the regular quarterly meetings. Members favored incorporating the presentations into the quarterly meetings, due to time constraints within their schedules. Members were also asked if there were other topics they would like to see added to the list on this agenda item. No additions were suggested. A motion was then made to incorporate the Lunch N' Learn presentations into the regularly scheduled quarterly Youth Development Committee meetings.

B. Discussed Resources and Programs to Help Homeless Youth

C. Young/ P. Cavanagh unan. Motion Passed

Chair Shipman requested that Committee members look at the available agencies and programs in our area that serve homeless youth and make suggestions regarding ways to further assist the local homeless youth gain employment. Attachment 1 provided in the agenda packet included Stanislaus County resources and contact information. After an in-depth discussion, a motion was made to distribute Attachment 1, "List of Resources for Homeless Youth in

Stanislaus County”, to all Workforce Development contracted youth providers, enabling those providers to have contact information and list of available services to which they are able to refer their clients. Also, have youth contractors come to the quarterly Youth Committee meeting at the end of the program year, and share their insights on what gaps are there in serving this youth population. Motion was made for approval of the item and the information contained within, with the correction on the Center for Human Services area of the Attachment 1, correcting the ages to read 18-24.

VII. Informational Items

There were no public comments on Informational Items

A. Accepted the Information on the Youth Contract Renewals for Program Year 2019-2020

Director Foster explained that these contract renewals are the last year of the three years on the current Request for Proposal (RFP), and there will be an agenda item at the November 4, 2019 Committee meeting regarding the upcoming Youth RFP. Director Foster also reported that the proposed Youth services allocations for PY 2019/20 have been received by the Department, and the Youth allocation is about \$150,000 more than reported, while the other allocations are close to the amounts expected.

VIII. Adjournment

P. Cavanagh/ C. Young unan. Motion Passed

Committee Chair, Jennifer Shipman adjourned the meeting at 2:31pm.

Next Quarterly Meeting:   Date:     Monday, August 5, 2019  
  Location: “Project YES” Office 1222 J Street, Modesto 95354  
  Time:     1:00pm-3:00pm

Next Lunch N’ Learn:       Date:     Monday, June 10, 2019  
  Location: “Project YES” Office 1222 J Street, Modesto 95354  
  Time:     1:00pm-3:00pm

**Youth Development Committee**

**Lunch N' Learn Minutes**

Monday, June 10, 2019

CUSD "Project YES" Office

1222 J Street, Modesto CA 95354

12:00 pm – 1:00 pm

Members in Attendance:

Patrick Cavanah  
Mary Machado

Cristin Robles Ponce  
Carmen Wilson

Members Absent:

Raul Dominguez  
Jennifer Shipman

Dwight Simpson

Staff in Attendance:

Saphire Allen  
Vinal Chand  
Andy Fiskum  
Cheryl Fondse  
Doris Foster

Ryan Gonchar  
Janae Heppner  
Virginia Isha  
Michelle Rando  
Jinely Reyes

Guests in Attendance:

6 additional guests

- I. Call to Order & Introductions  
The meeting was called to order at 12:09pm by Vinal Chand, Workforce Development Business Manager, and asked all in attendance to introduce themselves.
- II. Conflict of Interest Policy  
Mr. Chand reminded Committee members of the Conflict of Interest Policy.
- III. Public Comment Period  
There were no public comments on non-agenda items.
- IV. Informational Items
  - A. Presentation: Extended Opportunity Programs and Services (EOP&S), Modesto Jr. College  
The presentation was given by Leticia Blanco, Bridge & College Readiness Program Specialist at Modesto Jr. College. Leticia shared information on the EOP&S programs designed to assist Youth that are financially and economically disadvantaged reach their educational goals. The EOP&S is a state funded

program, available at Community Colleges statewide, that offers a variety of programs designed to assist eligible students that are California residents. The *College Readiness Program* is for recent high school graduates to assist in developing the necessary skills for academic success. The *Bridge Program* instills discipline, desire and dedication to a select number of students in a supportive, mentored environment. The *CARE Program* (Cooperative Agencies Resources for Education) is designed for single parents who are head of household, and receiving TANF, or have a child receiving TANF. This program provides additional educational and economic support services over and above what is provided through other county and campus support services. Students are able to work, while enrolled in the programs, at jobs that are available on the weekends and after school hours.

V. Adjournment

Mr. Chand thanked everyone for attending, gave a reminder of the next quarterly meeting, and adjourned the meeting at 1:02pm.

Next Quarterly Meeting:	Date:	Monday, August 5, 2019
	Location:	CUSD "Project YES" Office 1222 J Street, Modesto, CA 95354
	Time:	1:00pm-3:00pm

**November 4, 2019**

Stanislaus County Youth Development Committee Agenda Item

TO: Youth Development Committee

FROM: Adolph Lopez, Manager

I. SUBJECT:

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

II. ITEM NUMBER: VI-A

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Nominate and appoint a Youth Development Committee Vice Chair

V. 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."

VI. 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. Jennifer Shipman, SCWDB member is the current YDC Chair.

The Youth Development Committee Vice Chair position is currently vacant. Previous YDC Vice Chair Cindy Young has retired from Stanislaus County Office of Education and has resigned as Vice Chair and Committee member effective June 7, 2019. Nominations of interested Committee members are needed to appoint a Vice Chair.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no Budget impact associated with this item.

*Adolph Lopez*  
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Adolph Lopez, Manager

**November 4, 2019**

Stanislaus County Youth Development Committee Agenda Item

TO: Youth Development Committee

FROM: Adolph Lopez, Manager

I. SUBJECT:

Approval of Staff Recommendations for Fiscal Year 2019-2020 Request for Proposal (RFP) Scope of Work for Workforce Innovation and Opportunity Act (WIOA) Youth Services

II. ITEM NUMBER: VI-B

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Approve staff recommendations for Fiscal Year 2019-2020 Request for Proposal (RFP) Scope of Work for Workforce Innovation and Opportunity Act (WIOA) youth services.

V. POLICY ISSUE:

The Workforce Innovation and Opportunity Act (WIOA) regulations 679.370 states the Local Workforce Development Board, amongst other responsibilities, must select providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established). WIOA regulations 677.210 (e) states the Local Workforce Development Boards may apply local performance measures to service providers that differ from the performance indicators that apply to the local area.

VI. DISCUSSION:

At the October 7, 2019 Workforce Development Board meeting, the Board approved release of an RFP for youth services to be provided in the 2020-2021 Fiscal Year. The RFP will allow for two additional contract renewals after the initial award, subject to satisfactory performance.

The purpose of WIOA's youth programs is to provide high quality services to youth and young adults beginning with career exploration and guidance; continuing support for educational attainment, opportunities for skills training for in-demand industries and occupations; and culminating with a good job along a career pathway or enrollment in postsecondary education.

WIOA has a focus on out-of-school youth and under this RFP staff recommends In-School youth services to be limited to 5% of enrolled youth. The RFP will identify and focus on specific geographic areas with a high concentration of potentially eligible youth.

## **Youth Program Elements and Activities**

Youth program objectives under WIOA are to provide effective and comprehensive activities to eligible youth seeking assistance in achieving academic and employment success. The activities shall include a variety of options for improving educational and skill competencies and provide effective connections to employers.

WIOA required activities include:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential.
2. Alternative secondary school services or dropout recovery services.
3. Work Based Learning activities, including: paid and unpaid work experiences (WEX), summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships, job shadowing, and On-the-Job Training (OJT).
4. Occupational skill training, which shall include priority consideration for training programs that lead to, recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, which may include volunteer and/or community service activities and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Supportive services that enable a youth to participate in authorized activities, if such services are not available from another source.
8. Adult mentoring during the period of participation and a subsequent period for a total of no less than 12 months.
9. Follow-up services for no less than 12 months after the completion of participation.
10. Comprehensive guidance and counseling, which may include career and academic counseling and drug and alcohol abuse counseling and referral.
11. Financial literacy education which shall include skills in budgeting, bank account creation and management, managing debt, understanding credit reports, identifying theft and fraud awareness, and other opportunities that foster an individual's ability to make informed financial decisions.
12. Entrepreneurial skills training which shall include activities including starting and operating a business, developing business plans, budgeting and forecasting accumulating capital, and identifying business development.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

14. Activities that help youth prepare for and transition to post-secondary education and training (excluding post-secondary programs that DO NOT lead to an AA, AS, BA, BS Degree). Such activities include researching and exploring options for college and/or post-secondary training, tours of college and/or post-secondary training campuses, financial aid (FAFSA) preparation assistance, planning assistance for college selection and how to get into their college of choice, and assistance with the college application process.

## **Recommendations**

The Youth Development Committee reviews recommendations for additional local performance requirements to include in the RFP Scope of Services that they deem necessary in order to provide the best possible service to youth in Stanislaus County. Additional requirements must be within the boundaries of the Workforce Innovation and Opportunities Act, but may include a wide range of topics.

Staff is recommending the following changes to local performance requirements:

1. Remove Community Services requirement:

The Youth Advisory Council (YAC) under the Workforce Investment Act (WIA) included a local requirement that youth be engaged in a community service activity for a minimum of eight (8) hours. Staff is recommending that the local performance requirement of Community Service be removed from the 2019-2020 RFP and subsequent contracts.

2. Maintain requirements for local performance standard for attainment of High School Equivalency, with modification:

The Youth Advisory Council (YAC) under the Workforce Investment Act (WIA) included a local requirement that all youth without a High School Diploma or GED at enrollment to be placed in GED preparation and tutoring activities with the goal of 49% of those youth attaining a GED or High School Diploma at exit.

Staff recommends modifying this performance requirement to read that all out-of-school youth without a High School Diploma or High School Equivalency (HSE) at enrollment to be placed in HSE preparation and tutoring activities with the goal of 49% of those youth attaining a HSE or High School Diploma at exit.

## **Youth Eligibility Requirements**

WIOA requires youth to be eligible for services, but youth may be determined eligible in a number of ways. Out-of-School Youth (OSY) who are eligible for services include youth that are:

- (i) Not attending any school (as defined under state law);
- (ii) Not younger than 17 or older than 24 at the time of enrollment, **and**
- (iii) One or more of the following:
  - a. A school dropout;
  - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;

- c. A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either Basic Skills Deficient or an English language learner;
- d. Subject to the juvenile or adult justice system;
- e. A homeless individual, a runaway, in foster care, or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
- f. Pregnant or parenting;
- g. A youth who is an individual with a disability;
- h. A low-income youth who requires additional assistance to complete an educational program or secure and hold employment. This includes youth who:
  - o Have a visible tattoo(s) and/or piercing(s) that may affect employability;
  - o Are a victim of domestic violence;
  - o Have a parent or legal guardian that is incarcerated;
  - o Are refugees/immigrants;
  - o Have family history of chronic unemployment, including long-term public assistance;
  - o Lacks foundational skills, such as:
    - o Basic Skills; reading, writing, mathematics, listening, and speaking
    - o Critical Thinking Skills; creative thinking, decision making, problem solving, and reasoning
    - o Personal Characteristics; responsibility, self-esteem, social, self-management, and integrity/honesty, and lacks the understanding of work ethic

## **Recommendations**

At the January 8, 2018 meeting, the Workforce Development Board approved the Youth Development Committee's recommended eligibility definition for those Youth that "require additional assistance to enter or complete an educational program or to secure and retain employment" as listed under criteria (iii) h. The barriers included for Additional Assistance are locally defined. Staff recommends no changes to the Additional Assistance criteria.

## **Evaluation**

The RFP is expected to be released in mid-November 2019. Once the RFP closes, staff will reach out to Workforce Development Board and Youth Development Committee members seeking volunteers to be evaluators. The evaluation period is projected to be January to February of 2020.

Evaluators will review the applications of service organizations, consider the viability of the proposal, and score the proposals based on pre-set criteria, which will determine the award for youth service providers in the local area. Youth Development Committee members have vital insights to the needs of youth that are valuable to the decision making process when considering awards for local providers of youth services.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no budget impact associated with this Item.

  
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Adolph Lopez, Manager