

## Youth Development Committee Meeting Agenda

Monday, February 3, 2020

“Project YES” Office

1222 J Street, Modesto CA 95354

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.

<http://ag.ca.gov/publications/2003IntroBrownAct.pdf>

[www.stanworkforce.com/board](http://www.stanworkforce.com/board)

The agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at [www.stanworkforce.com/board](http://www.stanworkforce.com/board)

All meetings are conducted in English.

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 [www.stanworkforce.com/board](http://www.stanworkforce.com/board)

- I. Call to Order and Introductions
- II. Conflict of Interest
- III. Public Comment Period
- IV. Department Report
  - A. Youth@Work Conference
  - B. Youth Services Request for Proposal (RFP)
  - C. 2020 In-Demand Occupations List
  - D. Update on Workforce Development Board Bylaw Revisions
  - E. Board Approval of “Additional Assistance” Recommendations
- V. Consent Items
  - A. Approval of the May 6, 2019 Meeting Minutes
  - B. Approval of the November 4, 2019 Meeting Minutes
  - C. Approval of the November 25, 2019 Special Youth Development Committee Meeting Minutes
  - D. Approval of the June 10, 2019 Lunch N’ Learn Meeting Minutes
- VI. Discussion and Action Items
  - A. Nominations and Appointment of Youth Development Committee Vice Chair
  - B. Youth Leadership Training
- VII. Adjournment

Next Quarterly Meeting: Date & Time: Monday, May 4, 2020  
Location: "Project YES" Office  
1222 J Street, Modesto  
Time: 1:00 PM-3:00 PM

**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 Minutes**

Monday, November 4, 2019

“Project YES” Office

1222 J Street, Modesto CA 95354

1:00 pm – 3:00 pm

Members in Attendance:

Patrick Cavanagh

Dallas Plaa

Cristin Robles Ponce

Jennifer Shipman

Members Absent:

Raul Dominguez

Mary Machado

Dwight Simpson

Carmen Wilson

Staff in Attendance:

Andy Fiskum

Cheryl Fondse

Doris Foster

Ryan Gonchar

Virginia Isha

Margarita Ramos

9 Additional Guests in Attendance

I. Call to Order and Introductions

Committee Chair, Jennifer Shipman, called the November 4, 2019 meeting of the Youth Development Committee (YDC) to order at 1:11 p.m. Chair Shipman explained that the Committee will not be able to vote on the agenda items at this meeting, due to a lack of quorum. Discussion and Action Item V-B, Recommendations for the Youth Request for Proposal, Scope of Work is time sensitive and will need to be voted on prior to the next regularly scheduled quarterly Youth Development Committee meeting in February 2020, while the remaining Consent and Discussion and Action Items will be carried over to the February 2020 meeting for discussion and vote. Chair Shipman requested that staff look into options to facilitate the vote in accordance with the Brown Act. Chair Shipman then introduced and welcomed newly appointed Committee member Dallas Plaa, representing Stanislaus County Office of Education (SCOE), taking over the seat held by Cindy Young who recently retired from SCOE. Mr. Plaa introduced himself and gave a brief summary of his background with youth and education. Adolph Lopez, Stanislaus County Workforce Development (SCWD) Manager was then introduced and welcomed, as he has recently taken over the duties of managing the Youth Development Committee. Chair Shipman then 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 Presentation

Ryan Gonchar, Summer Youth Employment Program (SYEP) Coordinator, gave a wrap-up of this year's Program and a breakdown of the diversity of this year's youth participants. He shared that the goal of this year's Program was to introduce as many diverse youth as possible to the world of work over the summer from all throughout the County, and get them some experience on a worksite. This year the SYEP program enrolled 179 youth, up 132% as compared to 77 enrolled last year. The staff this year included a dedicated SYEP Coordinator and four (4) Youth Advisors who provided case management, marketed the SYEP Program, made worksite and school visits, and worked with the employers and various agencies. Ryan shared a *Participant Characteristics Data Sheet* showing the breakdown of Workforce Innovation and Opportunities Act (WIOA) versus non-WIOA participants, school status, and special populations assisted. Overall, the Program was very successful this year, and the staff saw the youth embrace the Program and get a lot of insight and skills from the activities. The jobs the youth were placed in were varied, such as retail, office, legal, computer tech, public works, manufacturing, marketing, agriculture and others, to align with their interests. Workforce Development Director, Doris Foster commended Ryan and his staff for their excellent work on this year's Program and shared that she received a call from one of the Program youth's mother sharing the positive changes that her two son's both gained from participating in the Program, and she can see a brighter future for them both. Other feedback received has been very positive.

#### B. Presentations by Current Youth Contractors

*Eckerd Connects-* Cecelia Gonzales shared Eckerd's mission, program purpose and benefits to youth participants. Cecelia showed a PowerPoint presentation that listed the Workshops and Short Term Trainings offered. She also shared a success story of one of Eckerd's youth enrolled in their program, as well as some statistical highlights showing that they met their enrollment (59) and WEX completion goals in this past contract year with 30 participants completing 232 hours of Paid Work Experience.

*Stellar Career College, Project Aspire-* Vic Lal shared *Project Aspire's* mission of serving out-of-school youth. Project Aspire has a 14 year relationship with the Department. Some of the key elements of *Project Aspire* are providing a personal approach to youth participant services finding the best match between the participant and program, Job Placement and Work Experience assistance, Leadership and Financial Literacy training, Tutoring services, and assist in providing available supportive services. Vic also shared success stories of some of the participants after completion of their programs.

*Ceres Unified School District, Project YES-* Dustin Pack gave a PowerPoint presentation "Your Opportunity for Success", showing the *Project YES* Program highlights, such as serving over 300 youth with regular and follow up services. *Project YES* also employs Peer Leaders, who are alumni of the Program and can relate to the youth on a common level. A video was shown featuring the success stories of two youth participants, and the difference the Program made in their

lives. Dustin also shared two additional youth success stories, showing the diverse needs of youth participants.

C. Youth Program Statistical Presentation

Workforce Labor Market Information (LMI) Data Analyst, Virginia Isha presented a statistical review of the Program Year 2018/2019 Workforce Innovation and Opportunity Act (WIOA) Youth Providers. Program areas covered with a side-by-side comparison were expended budget, enrollment goals attained, performance measures and client participation. The data was further broken down separately by each service provider, showing the breakdown of In-School and Out-of-School youth, ages of participants, client demographics and exit outcomes.

V. Consent Items

No quorum present.

A. Approval of the May 6, 2019 Youth Development Committee Quarterly Meeting Minutes and the June 10, 2019 Lunch N' Learn Meeting Minutes

VI. Discussion and Action Items

No quorum present.

A. Nominations and Appointment of Youth Development Committee Vice Chair

B. 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

Chair Shipman explained that no voting would take place at this meeting, but a brief discussion and overview of the agenda item will give attending members information regarding the RFP process. Workforce Manager Adolph Lopez, presented the Committee with a RFP timeline, and some background information on how the process was started, and where the process is currently. He also explained which activities are defined and mandated by WIOA, and which local performance activities and program elements can be adjusted or changed with Board approval. Committee members had a brief discussion regarding the RFP and the process. Adolph also gave an overview of the two items (Remove Community Services requirement and Modify language for local performance standard for attainment of High School Equivalency) that staff is recommending for change.

VII. Adjournment

Committee Chair, Jennifer Shipman adjourned the meeting at 3:04 pm.

Next Quarterly Meeting:   Date &Time: Monday, February 3, 2020  
  Location:    "Project YES" Office  
  1222 J Street, Modesto  
  Time:         1:00 PM-3:00 PM



**Youth Development Committee Special Meeting Minutes**

Monday, November 25, 2019

Tenth Street Place, Basement Training Room-B300

1010 10th Street, Modesto CA 95354

11:00 am – 12:00 pm

Members in Attendance:

Patrick Cavanagh

Raul Dominguez

Dallas Plaa

Cristin Robles Ponce

Jennifer Shipman

Dwight Simpson

Carmen Wilson

Members Absent:

Mary Machado

Staff in Attendance:

Andy Fiskum

Cheryl Fondse

Adolph Lopez

Michelle Rando

4 Additional Guests in Attendance

I. Call to Order and Introductions

Committee Chair, Jennifer Shipman, called the November 25, 2019 Special meeting of the Youth Development Committee (YDC) to order at 11:00 am, thanked all for attending the Special meeting scheduled due to the lack of a quorum at the November 4, 2019 quarterly meeting, and asked Committee members and guests to introduce themselves.

II. Conflict of Interest

Chairman Shipman reminded Committee members of the Conflict of Interest Policy. Committee member, Cristin Robles Ponce recused herself from discussion and vote, due to a conflict of interest with Item III-A.

III. Discussion and Action Items

There were public comments on the Second and Third Recommendations of Discussion and Action Item A.

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

Stanislaus County Workforce Development (SCWD) Manager, Adolph Lopez gave an overview of the agenda item and staff recommendations. SCWD Staff member Andy Fiskum clarified some items for Committee members on each

item. Committee Chair Shipman then took each recommendation separately for discussion and vote.

**First Recommendation: Remove Community Services Requirement**

The recommendation was discussed among the Committee members and the consensus was that removing the requirement of community service gave more options and flexibility to the providers as to what type of leadership training activities they could enroll their clients in, while still being able to enroll clients in community service if they chose to. There was also discussion that 8 hours may not be enough time for the clients to be trained and learn the duties of the volunteer position before those hours have run out. A motion was made to accept the staff recommendation as written.

R. Dominguez/ D. Simpson unan. Motion Passed

**Second Recommendation: Maintain Requirements for Local Performance Standard for Attainment of High School Equivalency, with the Modification to read “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.”**

There was one public comment regarding the specific language being used and the concern of the wording to remain in compliance with the monitoring process. Committee members had a brief discussion clarifying the goal of 49% attainment rate and inclusion of HSE/High School Diploma in the wording.

A motion was made to accept the staff recommendation with the modification to read: *“all out-of-school youth without a High School Diploma or High School Equivalency (HSE) at enrollment to be placed in HSE/High School Diploma preparation and tutoring activities with the goal of 49% of those youth attaining a HSE or High School Diploma at exit.”*

D. Simpson/ P. Cavanah unan. Motion passed with modifications to the staff recommendation.

**Third Recommendation: Recommendation of Changes to the Eligibility Criteria (iii) h, Additional Assistance Criteria (if any, will be brought to the Workforce Development Board for approval at the January 6, 2020 meeting)**

There were two public comments on this recommendation regarding their experience with the items covered on the Additional Assistance list.

The Committee members had a conversation and brought up several items, such as undiagnosed mental health/isolation, history of drug abuse, no access to technology, lack of parental mentorship or support, lack of transportation, and LGBTQ and found that many were addressed under existing items already on the list, or within the Governor’s Discretionary Barriers.

A motion was made to *recommend adding an item to the Additional Assistance criteria (iii) h, (as a fourth sub-bullet point, under the bullet point Lacks foundational skills, such as:) “Basic Needs Coverage; technology, transportation, clothing, food, etc.”*

C. Wilson / D. Simpson unan. Motion passed to add Basic Needs Coverage sub-bullet point (iii) h.

An additional motion was made to also *recommend adding an item to the Additional Assistance criteria (iii) h list: (under its own bullet point), "History of chronic substance abuse."*

D. Plaa / P. Cavanah unan. Motion passed to add History of chronic substance abuse bullet point (iii) h.

Manager Lopez informed Committee members that they, along with Workforce Development Board members and others, will be contacted at the beginning of the year to serve on Youth RFP Evaluation Committee. Committee members are needed to offer their expertise with serving youth, that is important to the decision making process, when considering awards for providers of youth services. Chair Shipman commented that she had served on a Youth RFP Evaluation Committee, and it was a very rewarding experience.

#### IV. Adjournment

D. Simpson/ P. Cavanah unan. Motion Passed

Committee Chair, Jennifer Shipman thanked all for attending and adjourned the meeting at 11:58 am.

**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

6 additional guests

- I. Call to Order & Introductions  
The Youth Development Committee Lunch N' Learn 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

**February 3, 2020**

Stanislaus County Youth Development Committee Agenda Item

TO: Youth Development Committee

FROM: Adolph Lopez, Manager

I. SUBJECT:

Nominations and Appointment of Youth Development Committee 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 Board and who the Board 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 resigned as Vice Chair and Youth Development 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.

  
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Adolph Lopez, Manager

**February 3, 2020**

Stanislaus County Youth Development Committee Agenda Item

TO: Youth Development Committee

FROM: Adolph Lopez, Manager

I. SUBJECT:

Discussion and Recommendations of Ideas for Hosting a Local Youth Leadership Meeting or Conference.

II. ITEM NUMBER: VI-B

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION:

Discuss and recommend ideas for hosting a local Youth Leadership Meeting or Conference.

V. POLICY ISSUE:

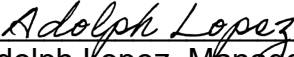
WIOA Regulations §681 state that a Standing Youth Committee may: (e) Provide on-going leadership and support for continuous quality improvement for local youth programs; (f) Assist with planning, operational, and other issues relating to the provision of services to youth.

VI. DISCUSSION:

Members of the Youth Development Committee have expressed a desire to coordinate and host a county-wide Youth Leadership meeting or conference to benefit local WIOA enrolled youth. Staff would be interested in receiving ideas of what type of event the YDC members think would be most effective, and provide the best option for participating youth.

VII. ADMINISTRATIVE BUDGET IMPACT:

There is no Budget impact associated with this item.

  
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Adolph Lopez, Manager