



SPECIAL YOUTH COMMITTEE AGENDA

Tuesday, December 13, 2016
1:30 p.m. – 3:30 p.m.

Meeting Location:

Santa Clara County Social Services Agency
333 W. Julian Street-5th Floor
San Jose, CA 95110
(408) 755-7100

Denise Boland, Chair
Eunice Wilson, Committee Staff

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. For additional information, please view:

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For questions regarding this agenda, please call Eunice Wilson at (408) 794.1162. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Eunice Wilson at (408) 794.1162 as soon as possible, but at least three business days before the meeting/event. work2future's website: www.work2future.biz

NOTICE TO THE PUBLIC

Good afternoon, my name is Denise Boland, and in my capacity as Chair of the Youth Committee, I would like to welcome you to the Special Youth Committee meeting of December 13, 2016.

Members of the public who wish to address the Committee should identify themselves and state their addresses for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand to any [work2future](#) staff member.

The procedure for this meeting is as follows:

- The Committee Staff will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will be given two (2) minutes each to comment.
- [work2future](#) staff and/or Committee Members will present recommendations for each action item on the agenda.
- Committee members may ask questions of [work2future](#) Staff and other Committee Members.
- The Committee may take action on any item designated as an action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- [work2future](#) Committee members may only discuss items listed on the Agenda pursuant to the “Brown Act.”

**SPECIAL YOUTH COMMITTEE
MEETING December 13, 2016
1:30 p.m. – 3:30 p.m.**

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. CONSENT ITEMS {Action}

Recommendations: None

Anticipated Ending Times (an item may be heard before or after these ending times):

1:35 p

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval {Action}

Approval of the May 24, 2016 work2future Youth Committee meeting Minutes.

1:40 p
5 min.

B. New Business

1. Youth Enrollment and Performance Update {Discussion}

*Monique Melchor, MIS Program Manager and
Meredith Studebaker, MIS Analyst*

1:45 p
10 min.

An update will be provided regarding work2future's current performance in enrollment and training, as it relates to the Workforce Innovation and Opportunity Act (WIOA) Youth indicators.

2. San Jose Works Update {Discussion}

Christopher Donnelly, Director

1:55 p
10 min.

Update on the San Jose Works program will be discussed.

3. Youth Training Center Update {Discussion}

Christopher Donnelly, Director

2:05 p
10 min.

An update will be provided on changes made at work2future's Youth Training Center (Shirakawa), including the changes related to the Vietnamese-American Community Center.

4. Youth Client Barriers/Demographic Update {Discussion}

Monique Melchor, MIS Program Manager

2:15 p
10 min.

Update on work2future Youth Program Client Barriers/Demographic report, for the period of July 1, 2016 through November 30, 2016

5. Approval of 2017 Meeting Schedule {Action}
Christopher Donnelly, Director

2:25 p 10 min.

Approval of the recommended Youth Committee meeting dates for 2017.

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

Date and location of the next Youth Committee meeting is to be determined.

V. PUBLIC COMMENT

VI. ADJOURNMENT

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, its Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e) Persons in the audience will not place their feet on the seats in front of them.
- f) No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
 - No objects will be larger than 2 feet by 3 feet.
 - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - The items cannot create a building maintenance problem or a fire or safety hazard.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser

**CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC
MEETINGS IN THE COUNCIL CHAMBERS AND
COMMITTEE ROOMS (CONT'D)**

pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Committee, Board or Commission:

- a) Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
- b) Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- c) Speakers should discuss topics related to City business on the agenda, unless they are speaking during open forum.
- d) Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
- e) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f) If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
- g) Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

III

Consent Items

None

[Action]

IV (A) (1)

Meeting Minutes

[Action]

**YOUTH COUNCIL COMMITTEE
DRAFT MEETING MINUTES
TUESDAY, MAY 24, 2016
CTO: 1:29 p.m.**

These minutes were prepared by Eunice Wilson and reviewed by Christopher Donnelly on November 22, 2016.

WDB staff present: Colleen Brennan, Monique Melchor, Henry Morado, Jon Rubin, Joy Salandanan, Meredith Studebaker, Lawrence Thoo, Eunice Wilson,

I. QUORUM VERIFICATION

Members in Attendance: Denise Boland, Philip George, Seth Goldstein, Van Le.

Members Absent: David Torres.

II. OPENING REMARKS

Committee Chair Denise Boland opened the meeting with Opening Remarks.

III. CONSENT ITEMS

(a) Accept the Enrollment and Training Report of May 16, 2016

Motion: Seth Goldstein

Seconded: Van Le

IV. AGENDA ITEMS

A. Old Business

1. Approval of Minutes

The Minutes of the Youth Council Committee (YCC) meeting held on March 1, 2016 were approved as presented.

Motion: Seth Goldstein

Seconded: Philip George

Recused: Van Le

B. New Business

1. Youth Performance Enrollment Update

Meredith Studebaker, work2future MIS Analyst, provided an update on work2future's current Youth Performance Enrollment. She also noted that a three (3) month late program start contributed to the low enrollments in the Work Experience and Internship programs. As a result of the low numbers, carryover of services into the next fiscal year are expected.

Monique Melchor, MIS Manager, and Richard Martinez, work2future Foundation's Youth Program Manager, shared details on current program challenges, provided additional information regarding the low enrollment numbers, and shared some of the efforts being made by staff to increase youth participation.

Meredith concluded her presentation noting that 135 Youth clients received industry-recognized certifications, as part of the Work Readiness.

2. WIOA Update

Monique Melchor provided information regarding the bay/peninsula region's Workforce Development Boards (WDB) involvement in the Department of Labor's Human Center Design Challenge Training Program (HCDTP). A survey has been distributed to clients to help with determining if their needs are being met and to seek suggestions and feedback on program enhancement or changes.

Monique also noted that the AJCC's Memorandum of Understandings (MOU) are currently being created. The County of Santa Clara and the Employment Development Department (EDD) will have separate MOUs and all other partners will be under one MOU.

Colleen Brennan, work2future's Contract Manager, noted that the County's MOU has gone through the City's and the City Attorney's review process and has been returned to the County. Upon receipt of the final draft from the County, the MOU will be sent for signature, for execution.

3. FY 2016-2017 Budget Update

Joy Salandanan, work2future's Fiscal Manager, presented the 2016/2017 budget update, noting that in April 2016, the State's final FY15/16 allocation was received. She also shared that there is not much of a change expected to be made to the proposed budget scenarios presented to the Board in March 2016. Budget information to be presented at the work2future Board meeting on June 16, 2016.

4. TechHire and Tech Cadre Program Update

Jon Rubin, work2future Senior Project Manager, provided a status update on the Tech Cadre program (previously known as Green Cadre) that began on March 21, 2016, focusing on the program's successes and challenges. Additionally, Jon Rubin provided an update on the TechHire program which is pending an award notification from the Department of Labor for program funding.

Richard Martinez, work2future Foundation Youth Program, provided Youth program information regarding testing, paid internships, and the participant selection process.

5. City of San Jose and County of Santa Clara Summer Employment Programs Update

Monique Melchor provided details on the makeup of the City of San Jose's San Jose Works 2.0 program which plans to provide 1,000 youth, ages 14-29 with subsidized and unsubsidized employment opportunities. Summer program will serve 500 youth.

Monique also provided details regarding the return of the Santa Clara County Summer Jobs program which will concentrate on providing workshops, job readiness training, and placements for 100 youth, ages 16 to 24 years old who reside in Santa Clara County and whose families are receiving benefits through CalFresh foster care. Denise Boland, Committee Chair, requested foster care youth are given priority on enrollment.

Richard Martinez provided additional 2016 youth summer program information, highlighting that additional program information can be found on the Foundation's website.

6. work2future America's Job Center of California Update

Monique Melchor provided a site update for work2future's Gilroy, Morgan Hill, Shirakawa, and Almaden locations, highlighting the expected cost saving to be achieved as a result of strategic office relocations. The establishment of and logistics of setting up for the planned Vietnamese Community Center at the Shirakawa location was also discussed.

7. New Youth Career Technical Training and Workshop Providers

Collen Brennan provided an update on the Career Technical Training and Pre Vocational Workshop Request for Qualifications (RFQ). Eckerd Youth Alternatives, Inc., The Metropolitan Education District, and Workforce Institute were the three (3) selected to provide training in their respective areas with a focus on Manufacturing, Information and Communication Technology, and Pre-apprenticeship priority sectors, and possibly including the Hospitality and Healthcare priority sectors. She also shared that work2future is leaning away from Retail.

8. New Committee members

YCC recognizes the number of board members has decreased considerably and the next meeting should include a discussion about increasing the number of members as well as are there any groups that would be beneficial to invite participation, how to attract interested participants, and meeting location and frequency.

C. Set Items for Next Agenda

- Review FY2015/2016 Youth Enrollment Report for comparison purposes

- Review work2future Youth Program Demographic report
- WIOA Update
- Future YCC Meetings and Frequency

D. Announcements

- Job Corps residential program continues to seek female and male participants. Approximately 50 opening ~ Philip George
- Santa Clara County Summer Youth program and CalWorks seeking applications from people who are willing to serve as a mentor ~ Denise Boland

E. Next Meeting

The next meeting of the YCC is currently scheduled for October 25, 2016 beginning at 1:30 p.m. Location is To Be Determined.

V. PUBLIC COMMENT – None.

VI. ADJOURNMENT

The meeting adjourned at 2:51 p.m.

DRAFT

IV (B) (1)

Youth Enrollment and Performance Update

[Discussion]

IV (B) (2)

San Jose Works Update

[Discussion]

Summer Employment Programs Update

December 8, 2016

Santa Clara County Summer Youth Employment Program

The Summer Youth Employment Program serves 100 Foster youth and CalFresh youth ages 16 to 24 years old by providing job readiness training, supportive services, and job placement after successful completion of training. The goals of the program are placement of approximately 100 youth in subsidized employment with wages paid by the work2future Foundation.

- All enrollments are youth in or aged out of Foster Care
- Program Enrollment = 136/100 (136.0%)
- Placement = 116/100 (116.0%)
- Retention = 81%

San Jose Works 2.0

San José Works 2.0 will provide 1,000 youth, ages 14–29, with subsidized and unsubsidized employment opportunities. The Parks, Recreation and Neighborhood Services Department (PRNS) will focus principally on serving 500 younger youth, ages 14–18, and will work with San Jose BEST agencies and other Mayor’s Gang Prevention Task Force (MGPTF) stakeholders. PRNS will provide case management, job readiness and leadership training and supportive services for these youth. Youth will be placed in community centers, libraries, and non-profit agencies.

work2future will serve an additional 500 youth, providing direct job placement with private employers such as Target, Home Depot and Jabil. Of these, 350 youth will be ages 18–24, living in gang-impacted neighborhoods. An additional 150 youth, ages 18- 29, will be sourced on a City-wide basis.

- Subsidized Program (Cohort 1 of 3) (Ages 14-18)
 - Enrollment = 340/300 (113.7%)
 - Placement = 340/340(100%)
 - Retention = 85.3%
- Unsubsidized Program (Runs until April 30, 2017)
 - Hot Spot Program (Ages 16-24)
 - Enrollment = 441/500 (88.2%)
 - Internal goal set to meet contract placement goal
 - Placement = 253/350 (72.3%)
 - Current Retention = 81.2% / 80% (101.5%)
 - Non-Hot Spot Program (Ages 16-29)
 - Enrollment = 237/250 (94.8%)
 - Internal goal set to meet contract placement goal
 - Placement = 113/150 (75.3%)

IV (B) (3)

Youth Training Center
Update

[Discussion]

**YOUTH CENTER – SHIRAKAWA
RELOCATION UPDATE**

An opportunity had arisen for the Vietnamese Community Center (VCC) to collocate at the Shirakawa Community Center with the work2future Foundation. The space utilized by the VCC will be fully paid for by the City of San Jose and no work2future funding will be required. work2future will also realize an additional saving of \$40,500 a year in rent due to the decrease in space. This plan went into effect on October 1, 2016.

IV (B) (4)

Youth Client
Barriers/Demographic
Update

[Discussion]



**WORKFORCE INNOVATION OPPORTUNITY ACT
YOUTH PROGRAM-SUMMARY OF BARRIERS REPORT**

Prepared by Monique Melchor and Approved by Chris Donnelly on 12/01/16

Enrolled Period: 07/01/2016 to 11/30/2016

		ENROLLED	PERCENT(%)
A.	TOTAL ENROLLED	202	100.00%
B.	BARRIERS TO EMPLOYMENT		
	1 Low Income	196	97.03%
	2 Basic Skills Deficient	175	86.63%
	3 Youth Needing Assistance	129	63.86%
	4 Poor Work History	123	60.89%
	5 Offender	36	17.82%
	6 Disabled	32	15.84%
	7 Pregnant/Parenting Youth	32	15.84%
	8 Homeless	18	8.91%
	9 Foster Child	17	8.42%
	10 Single Parent	16	7.92%
	11 Limited English	6	2.97%
	12 Substance Abuse	2	0.99%
	13 Dislocated Homemaker	0	0.00%
	14 Runaway Youth	0	0.00%
C.	INDIVIDUAL WITH BARRIER(S)		
	1 No. of Individual(s) with No Barrier	0	0.00%
	2 No. of Individual(s) with 1 Barrier	1	0.50%
	3 No. of Individual(s) with 2 Barriers	34	16.83%
	4 No. of Individual(s) with 3 Barriers	36	17.82%
	5 No. of Individual(s) with 4 Barriers	68	33.66%
	6 No. of Individual(s) with 5 Barriers	47	23.27%
	7 No. of Individual(s) with 6 Barriers	14	6.93%
	8 No. of Individual(s) with 7 Barriers	2	0.99%
	9 No. of Individual(s) with 8 Barriers	0	0.00%
	10 No. of Individual(s) with 9 Barriers	0	0.00%
D.	1 TOTAL W/AT LEAST ONE OR MORE BARRIER(S)	202	100.00%
	2 TOTAL W/TWO OR MORE BARRIER(S)	201	99.50%
	3 TOTAL W/THREE OR MORE BARRIER(S)	167	82.67%

IV (B) (5)

Approval of 2017 Meeting
Schedule

[Action]

TO: work2future Youth Committee **FROM:** Christopher Donnelly, Director
SUBJECT: Youth Committee Meeting **DATE:** December 6, 2016
 Schedule for Calendar Year
 2017

RECOMMENDATION

The Committee Members approve the Calendar Year 2017 work2future Youth Committee meeting schedule.

PROPOSED SCHEDULE

The Calendar Year 2017 proposed schedule for the Youth Committee meeting are as follows:

- March 21, 2017
- October 24, 2017

The scheduled meeting dates take place on the 3rd Tuesday of the month. Meetings will be held from 1:30 p.m. – 3:30 p.m.

Christopher Donnelly, Director

IV (C)
Set Items for Next Agenda

IV (D)
Announcements

IV (E)
Next Meeting

Date and location of the next Youth Committee meeting is to be determined.

V
Public Comment

VI
Adjournment