

work²future

opportunity • jobs • success

YOUTH COMMITTEE AGENDA

Tuesday, October 27, 2015

1:30 p.m. – 3:30 p.m.

Youth Training Center

2072 Lucretia Avenue

San Jose, CA 95122

408.794.1234

www.work2future.biz

Denise Boland, Chair
Bryan VanHuystee, Vice Chair
Christopher Donnelly, Secretary
Eunice Wilson, Committee Staff

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NOTICE TO THE PUBLIC

Good afternoon, my name is Denise Boland, and in my capacity as Chair of the Youth Council, I would like to welcome you to the Youth Committee meeting of October 27, 2015.

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 Secretary 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.”

YOUTH COMMITTEE MEETING
October 27, 2015
1:30 p.m. – 3:30 p.m.

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. CONSENT ITEMS

IV. AGENDA ITEMS

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

1:31 p

A. Old Business

1. Minutes Approval {Action}

Approval of the June 2, 2015 work2future Special Youth Council Committee meeting Minutes.

1:35 p

B. New Business

1. Youth Committee Structure and Function {Discussion}

Denise Boland, Youth Committee Chair & Christopher Donnelly, Director

A discussion will be held regarding the structure and function of work2future's Youth Committee under WIOA.

1:50 p
15 min.

2. San José Works and Santa Clara County Youth Works Summer Employment Program Updates {Discussion}

Christopher Donnelly, Director

Updates will be provided on work2future's Youth Summer Employment Programs.

2:10 p
20 min.

3. TechHire Update {Discussion}

Bige Yilmaz, Labor Market Specialist

An update will be provided on the TechHire initiative.

2:20 p
10 min.

4. Proposed Youth Training Courses and Curriculum {Discussion}

Christopher Donnelly, Director

A discussion will be held regarding proposed training courses and curriculum for work2future's youth program participants.

2:35 p
15 min.

5. Youth Services RFP/RFQ Timeline {Discussion}
Christopher Donnelly, Director

3:20 p
45 min.

A discussion will be held regarding the timeline for work2future's upcoming youth services RFP and RFQ processes.

6. Youth Committee 2016 Meeting Dates {Action}
Denise Boland, Youth Committee Chair

3:25 p
5 min.

Youth Committee members will finalize meeting dates for 2016.

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

The next Youth Committee meeting is tentatively scheduled to take place at 1:30 p.m. on February 23, 2016 at work2future's Youth Training Center, at 2072 Lucretia Avenue, San Jose, 95122.

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.

IV (A) (1)

Meeting Minutes

[Action]

**YOUTH COUNCIL COMMITTEE
DRAFT MEETING MINUTES
TUESDAY, JUNE 2, 2015**

CTO: 1:35 p.m.

These minutes were prepared by Elizabeth Kaylor and reviewed by Chris Donnelly on October 16, 2015.

work2future WIB staff present: Chris Donnelly, Elizabeth Kaylor, Colleen Brennan, Lawrence Thoo, Eunice Wilson.

I. QUORUM VERIFICATION

Members in Attendance: Denise Boland, Philip George, David Torres, Kathryn Thompson, Bryan VanHuystee.

Members Absent: Seth Goldstein, Van Le.

II. OPENING REMARKS

Committee Chair Denise Boland opened the meeting with Opening Remarks.

III. CONSENT ITEMS

Upon motion by committee member Bryan VanHuystee, seconded by committee member Kathryn Thompson, the consent items below were unanimously accepted:

- (a) Grant Report of May 15, 2015.
- (b) Labor Market Information Report of May 15, 2015.
- (c) 3rd Quarter Customer Service Report of May 15, 2015.
- (d) Outreach Report of May 18, 2015.

IV. AGENDA ITEMS

A. Old Business

1. Approval of Minutes

The Minutes of the Youth Council Committee meeting held on March 3, 2014 were approved as presented.

Motion: Bryan VanHuystee
Second: Kathryn Thompson

B. New Business

- 1. San Jose Job Corps Presentation** [With the approval of the Chair and committee, this item was heard first.] Sr. Outreach & Admissions Counselor Leslie Duldulao provided the committee with information on Job Corps programs.

2. Youth Program Performance Update

Director Christopher Donnelly provided an update on work2future's performance to Department of Labor goals.

3. Report on work2future's Summer Youth Employment Programs

The Director and David Mirrione, the Executive Director of the work2future Foundation, provided information on work2future's San José Works and Santa Clara County Works summer employment programs.

4. Youth Enrollment and Training Report

The Director discussed the Youth Enrollment and Training Report with the committee.

5. FY 2015-2016 Youth Technical Trainer Agreements and Funding

Analyst Colleen Brennan presented this recommendation to the committee.

ACTION: Approval to forward to the Board a recommendation to (1) negotiate and executive one-year agreements with Center for Training and Careers, Henkels and McCoy, Metropolitan Education District/Central County Occupational Center, Workforce Institute, and Foothill-DeAnza Community College District to provide career technical training to WIOA Youth, and (2) allocate funding in the amount of \$172,627 to provide career technical training to WIOA Youth, at a rate not to exceed \$2,000 per participant, subject to funding availability.

Motion: Bryan VanHuystee
Second: Kathryn Thompson
Abstained: Denise Boland

6. Workforce Innovation and Opportunity Act (WIOA) Update

The Director presented this item to the committee, mentioning that on May 26, 2015 work2future received notice of its initial designation as a Workforce Development Area and certification as a Workforce Development Board under WIOA.

7. work2future's Proposed 2015-2016 Industry Sectors

[This item was also heard out of order with the approval of the Chair and Committee.] work2future Foundation Labor Market Specialist Bige Yilmaz and work2future's Lawrence Thoo provided labor market information in support of work2future's proposed industry sectors for 2015-2016.

8. Role of the Youth Council Committee

The Director presented this item, saying that WIOA eliminates the requirement to have a standing Youth Council, adding that under WIOA, there can be a standing youth committee to provide information for operations and planning relating to youth services. Such a committee could have partners other than those previously mandated to participate in the Youth Council to discuss youth issues, as opposed to providing oversight of the youth program.

C. Set Items for Next Agenda

- Additional discussion on Role of the Youth Committee
- Training Updates, including information on new sector-based courses
- Final Summer Youth Report

D. Announcements

E. Next Meeting

The next meeting of the YCC is currently scheduled for October 27, 2015 at 1:30 p.m. at the work2future Youth Training Center, 2072 Lucretia Ave., San Jose, CA 95122.

V. PUBLIC COMMENT – None.

VI. ADJOURNMENT

The meeting adjourned at 3:02 p.m.

DRAFT

IV (B) (1)

Youth Committee Structure and Function

[Discussion]

The required youth council under WIA vs. the standing committee overseeing youth issues and programs under WIOA

- While WIOA eliminates the requirement for local boards to establish a youth council, the local board may choose to establish, “a standing 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.” Sec. 107 (b)(4)(A)(ii)).
- An existing youth council may be designated as the youth standing committee if they are fulfilling the requirements of a standing committee, which means that they have members of the Local Board who have the appropriate experience and expertise in youth educational and workforce development (WIOA sec. 107(b)(4)(C)).
- The Department of Labor (DOL) encourages Local Boards to consider establishing standing youth committees, taking advantage of the flexibility under WIOA to design standing youth committee membership to meet the local area’s needs.
- Under WIOA, local Boards are responsible for the oversight of youth programs. Under WIA, youth councils were mandated to fulfill this function for the Board. Local Boards now may choose to fulfill the oversight responsibility, or have the discretion to delegate this function to a standing youth committee. If Local Boards choose not to delegate this function to a standing youth committee, they are responsible for conducting oversight of youth workforce investment activities under WIOA sec. 129(c).
- Youth councils will remain in operation through June 30, 2015, and DOL recently made available a comprehensive youth council database consisting of 98% percent of the youth councils across the country at www.servicelocator.org.
- Many existing youth councils are already in a strong position to become standing youth committees. Still, the DOL recognizes that some Local Workforce Development Boards (the successor to LWIBs) may need support to help build effective youth committees.
- DOL will disseminate technical assistance resources that promote and share high-performing youth council models, and tools to address specific topics that are critical to building strong youth committees.

IV (B) (2)

San José Works and Santa Clara County Youth Works Summer Employment Program Updates

[Discussion]

**San José Works
Youth Summer Employment Program
October 1, 2015**

As part of the 2015-2016 Mayor's March Budget Message approved by the City Council on March 24, 2015, the Administration was directed to allocate one-time funding of \$1.02 million as part of the 2015-2016 Proposed Budget to create a two-year "San José Works: Youth Jobs Initiative," seeding the first year of the initiative.

On May 5, 2015, the City Council unanimously approved the initial amount of \$161,000 to start work in the current fiscal year to deliver the SJ Works program this summer. The SJ Works Initiative is providing services to youth ages 14 to 21 years old and identified by the Mayor's Gang Prevention Task Force, PRNS, or San José Best Agencies as eligible for referral to the subsidized SJ Works Initiative. Staffing and operations of the SJ Works Initiative is a joint undertaking between work2future and PRNS.

Goal: 218 Youth served
Total Placed: 234 Placed (107.3%)

PRNS: 188 Placed and 174 Retained (92.5%); the majority of youth placed were ages 14-16 and worked at community centers, libraries, and CBOs.

work2future: 46 Placed and 43 Retained (93.5%); placed youth ages 18-21 at the following locations:

- Jabil: 14
- TiVo: 2
- PG&E: 2
- Other CBOs, Conservation Corps, libraries = 28

Santa Clara County Youth Works
Summer Employment Program
October 22, 2015

- The program seeks to serve youth ages 16 to 21 with a focus on foster, CalWORKS and CalFresh youth.
- The contract was recently extended through November 30 specifically to provide additional time for placement of unsubsidized youth. No additional funding was requested or provided.
- The subsidized program was completed in August, with work2future far exceeding its placement and retention goals.
- work2future has numerous employer recruitments scheduled in the upcoming weeks, including an October 23 job fair at the Gilroy City Library.
- work2future held a job fair at the Hub on October 21 with over 10 employers and 60 youth attending. Additional foster youth were enrolled in the program, and job offers were made to these youth as well.

Subsidized Employment

Placement Goal:	200
Placed:	227 (113.5%)
Retained:	210 (92.5% of placements)

Unsubsidized Employment

Placement Goal:	300 Youth
Enrolled:	497
Placed:	177
Retained:	Projected 84.4%

IV (B) (3)

TechHire Update

[Discussion]

San José TechHire Initiative
Prepared by Elizabeth Kaylor on October 1, 2015

- On Tuesday, August 4, 2015 the White House announced that San José has been designated a TechHire City, one of 31 cities nationwide that have committed to creating pathways to tech jobs and meeting employer demand.

- With this designation, work2future, the City of San Jose, and its partners would be eligible to compete for funding under an RFP anticipated to be issued by the Department of Labor in fall 2015.

- work2future will launch a new fast track training program with partners that include:
 - LinkedIn
 - NOVA
 - Workforce Institute
 - McKinsey Social Initiative
 - YearUp
 - #YesWeCode
 - Santa Clara County Opportunity Youth Partnership
 - Foothill College
 - Robert Half

- The program will focus initially on occupations in Health Care and Information and Communication Technology/Advanced Manufacturing, such as software programming, web development, computer user support and network administration.

- The San José TechHire Initiative targets young adults, at-risk youth, individuals with disabilities, English language learners, and ex-offenders.

IV (B) (4)

Proposed Youth Training Courses and Curriculum

[Discussion]

Proposed Youth Training Courses and Curriculum

Prepared by Elizabeth Kaylor on October 14, 2015

Certified Production Modules Cohort (Manufacturing Sector): Workforce Institute is offering this 135-hour course (80 hours in class) to prepare students for employment in the fast-growing manufacturing field. The modules address core technical competencies needed by front-line production and material handling workers such as Quality Practices and Measurement, Manufacturing Processes and Production, and Blueprint Reading.

Certified Logistics Associate Cohort (Manufacturing Sector): Workforce Institute is offering this 120-hour course (80 hours in class) to provide instruction toward achieving the Certified Logistics Associate (CLA) certification, the first step in achieving the Certified Logistics Technician (CLT) certification. The CLA is the foundational level certification addressing the core technical competencies of higher-skilled, front-line material handlers in all supply chain facilities, such as Global Supply Chain, Logistics Lifecycle, Logistics Environments and Safe Material Handling and Equipment Operation.

Veterinary Tech Assistant (Healthcare Sector): Foothill-DeAnza Community College District is offering this 60-hour course to provide intense introductory training that can lead to entry level jobs or additional education within a Vet Tech degree program. The course includes Office Procedures and Medical Technology, Pharmacy and Pharmacology, Surgical Preparation and Assisting, Nursing Skills, Laboratory Procedures and Diagnostic Imaging.

Microsoft Office Specialist (ICT Sector): ConXión to Community (Center for Training and Careers) is offering this 80-hour course to provide instruction needed to earn certifications in using the 2010 Microsoft Office System, including Word, Excel, PowerPoint and Outlook. To earn MOS certification, students must pass one or more certification exams demonstrating that they can meet globally recognized performance standards.

TechBridge Career Paths (ICT Sector): Foothill-DeAnza Community College District is offering this 80-hour course to provide students with an introduction to personal computer technology. By learning to assemble a working desktop PC, students learn about PC hardware, loading and basic office applications, and peripheral devices. Job Readiness skills provided through the course include Workplace Literacy, Interpersonal Communication Skills/Team Building, ICT vocabulary, and manufacturing skills.

Computer User Support Cohort (ICT Sector): Workforce Institute is offering this 120-hour course (80 hours in class) to provide coursework and testing toward achieving a Certified Guest Service Professional certification. The Support Technician must be able to speak in understandable terms and in a supportive manner in addition to having the technological knowledge to solve the problem. The training includes Hardware and Software Fundamentals, Customer Service, Time Management and Maintenance.

IV (B) (5)

Youth Services RFP/RFQ
Timelines

[Discussion]

Anticipated WIOA Youth Services Procurement Timelines

Youth Case Management Services:

- October/November 2015: Stakeholder Input Meeting
- Late 2015: RFP Released
- Spring 2016: Executive Committee Consideration
- July 2016: Services Begin

Youth Training Providers:

- November 2015: Stakeholder Input Meeting
- Early 2016: RFQ Released
- Spring 2016: Executive Committee Consideration
- July 2016: Services Begin

IV (B) (6)

Youth Committee 2016
Meeting Dates

[Action]



Memorandum

TO: Youth Committee

FROM: Denise Boland, Chair

SUBJECT: 2016 Schedule of Meetings

DATE: October 27, 2015

RECOMMENDATION

Approval of the Youth Committee meeting schedule for 2016.

BACKGROUND

In prior years, work2future's Youth Council Committee met four times per year. In 2015, pursuant to discussions with the committee, staff proposed three meeting dates. Below is the proposed schedule of Youth Committee meetings for the 2016 calendar year.

PROPOSED SCHEDULE

work2future's Youth Committee meetings are held on the 4th Tuesday of the month from 1:30 p.m. – 3:30 p.m.

- February 23, 2016
- May 24, 2016
- October 25, 2016

Approval of these dates for 2016 will allow committee members to finalize their commitments regarding next year's calendar.

IV (C)
Set Items for Next Agenda

IV (D)
Announcements

IV (E)
Next Meeting

The next work2future Youth Committee meeting is tentatively scheduled to take place at 1:30 p.m. on February 23, 2016 at work2future's Youth Training Center, 2072 Lucretia Avenue, San Jose, 95122.

V
Public Comment

VI
Adjournment