

# **work<sup>2</sup>future<sup>SM</sup>**

opportunity • jobs • success

## **YOUTH COUNCIL COMMITTEE AGENDA**

**Tuesday, June 7, 2011**

**Afternoon Session 1:30 p.m. - 3:30 p.m.**

**San Jose One Stop  
1290 Parkmoor Ave.  
San Jose, CA 95126  
408-794-1100  
[www.work2future.biz](http://www.work2future.biz)**

**Bryan Vanhuystee, Committee Chair  
Sandra Murillo, Committee Vice Chair  
Angela Cipperly, Committee Secretary  
Alex Fernández, 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:

[http://www.sanjoseca.gov/clerk/cp\\_manual/CPM\\_0\\_15.pdf](http://www.sanjoseca.gov/clerk/cp_manual/CPM_0_15.pdf)

For questions regarding this agenda, please call Alex Fernández at (408) 794.1120. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Alex Fernandez at (408) 794-1120 or call 408-294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

## NOTICE TO THE PUBLIC

Good afternoon, my name is **Bryan Vanhuystee** and in my capacity as Chair of the Youth Council I would like to welcome you to this Youth Council Committee meeting of June 7, 2011.

Members of the public who wish to address the Committee will need to first identify themselves and state their addresses for our records. Please 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 Chair will read the opening remarks.
- work2future staff and/or Committee Members may present recommendations for an item on the agenda.
- work2future staff and/or Committee Members will also present informational items as listed.
- Committee Members may ask questions of work2future Staff and other Committee Members.
- The Committee may take action on an agenda 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."
- Members of the public wishing to make a comment will then be given one (1) minute each to comment.

# YOUTH COUNCIL COMMITTEE AGENDA

June 7, 2011  
1:30 p.m. - 3:30 p.m.

## ORDER OF BUSINESS

### I. QUORUM VERIFICATION

### II. OPENING REMARKS

### III. CONSENT ITEMS {Action} 5 min

Recommendations:

- (a) Accept the Final American Recovery and Reinvestment Act (ARRA)/Integration Report
- (b) Accept the Grant Report of May 2011
- (c) Accept the April LMI Report of May 1, 2011

### IV. AGENDA ITEMS

#### A. Old Business

- 1. Approval of Minutes from the November 16, 2010 Meeting {Action} 5 min  
*Bryan Vanhuystee, Youth Council Committee Chair*

#### B. New Business

- 1. Update on Federal & work2future Budget FY '11-'12 {Discussion} 10 min  
*Chris Donnelly, Assistant Director*  
Information will be provided on the Federal budget and its impact on the work2future budget.
- 2. Youth Contractors Performance PY 2010-2011 {Discussion} 20 min  
*Angela Cipperly, Youth Program Manager*  
An update will be provided on the current youth contractor performance for program year (PY) 2010-2011.
- 3. Youth Program Contractors and Outcomes For 2011-2012 {Discussion} 10 min  
*Chris Donnelly, Assistant Director*  
Discussion regarding the plans for future services for PY 2011-2012
- 4. Final Approval of Contractor Funding for 2011-2012 {Action} 20 min  
*Angela Cipperly, Youth Program Manager*  
Approval of Youth services contractors' funding for FY 2011-2012.

**5. 2011 CWA Youth Conference Update**

{Informational} **10 min**

*Alex Fernandez, Youth Program Analyst*

Information will be shared regarding the 2011 CWA Youth Conference.

**C. Set Items for Next Agenda**

**5 min**

**D. Announcements**

**5 min**

**E. Next Meeting**

The next Youth Council Committee meeting is currently scheduled to take place on **Tuesday, September 27, 2011** at 1:30 p.m. Location TBD.

**V. PUBLIC COMMENT**

**VI. ADJOURNMENT**

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 San Jose One-Stop, 1290 Parkmoor Avenue, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

## **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, Redevelopment Agency Board, their 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 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.

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

3. Addressing the Council, Redevelopment Agency Board, 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.

# III

## Consent Items

- (a) Accept the Final American Recovery and Reinvestment Act (ARRA)/Integration Report
- (b) Accept the Grant Report of May 2011
- (c) Accept the April LMI Report of May 1, 2011

{Action}

# ARRA FUNDING IMPACT REPORT

7/1/2009 to 3/31/2011

Board Approved Plan - JUNE 2009

		ENROLLMENTS (# of clients)			
	PROJECTED ENROLLMENTS	ACTUAL ENROLLMENTS	OVER/(UNDER) GOALS	% ACTUAL/PROJECTED	
ADULT	1,500 - 2,000	2,366			
DW	incl. above	2,701			
<b>TOTAL AD/DW</b>		<b>5,067</b>	<b>+3,067</b>	<b>153%</b>	
YOUTH	1,000	1,067	+67	107%	

		TRAINING (# of clients) *			
	PROJECTED TRAINING	ACTUAL TRAINING	OVER/(UNDER) GOALS	% ACTUAL/PROJECTED	
Adult/DW	943	1,757	+814 (I)	186%	

		SUPPORTIVE SERVICES			
	PROJECTED # of clients	ACTUAL # of clients	OVER/(UNDER) GOALS	% ACTUAL/PROJECTED	
ARRA	455	651	+195	143%	

		WORKSHOPS **						
Adult/DW	AS OF 3/31/11 PRIOR SWAP		AS OF 3/31/11 PRIOR SWAP		AFTER SWAP		PROJECTED AS OF 6/30/11 AFTER SWAP	
	PROJECTED BUDGET	ACTUAL	OVER/(UNDER) GOALS	% ACTUAL/PROJECTED	REVISED BUDGET	REVISSED HOURS	OVER/(UNDER) GOALS	% ACTUAL/PROJECTED
ARRA	\$907,565	\$459,089	\$448,476 (ii)	51%	\$459,089		0	100%
WIA	\$966,435	\$891,634	\$74,801	92%	\$1,414,911		<\$74,801>	96%
<b>TOTAL</b>	<b>\$1,874,000</b>	<b>\$1,350,723</b>	<b>\$523,277</b>	<b>72%</b>	<b>\$1,874,000</b>		<b>&lt;\$74,801&gt;</b>	<b>96%</b>

Adult/DW	AS OF 3/31/11 PRIOR SWAP		AS OF 3/31/11 PRIOR SWAP		AFTER SWAP		PROJECTED AS OF 6/30/11 AFTER SWAP	
	PROJECTED HOURS	ACTUAL HOURS	OVER/(UNDER) GOALS	% ACTUAL/PROJECTED	REVISED HOURS	REVISSED HOURS	OVER/(UNDER) GOALS	% ACTUAL/PROJECTED
ARRA	5,335	2,700	2,635 (iii)	51%	2,700		0	100%
WIA	5685	5254	440	92%	8,320		<440>	96%
<b>TOTAL</b>	<b>11,020</b>	<b>7,954</b>	<b>3,066</b>	<b>72%</b>	<b>11,020</b>		<b>&lt;440&gt;</b>	<b>96%</b>

(i) Remaining training budget of \$562,906 will be spent out of WIA due to March 31 closeout, representing approximately another 185 clients.

(ii) Remaining ARRA funds will be spent out of WIA funds due to March 31 closeout, representing an additional 2,635 hours.

(iii) Remaining hours will be paid for by WIA funds. Includes certificated and non-certificated workshops.

\* All training is funded out of ARRA.

\*\* WIA workshop numbers pertain to FY 09-10 numbers only.



# April LMI Report

## Valley remains golden land for IT jobs

Silicon Valley / San Jose Business Journal - by G. Scott Thomas

Date: Wednesday, May 18, 2011, 7:54am PDT

Computer and mathematical science occupations is third-highest in annual average pay in the United States.

The Silicon Valley has been buffeted by economic turbulence in recent years, but it still pays the nation's highest salaries in several computer-related fields.

Software engineers, database administrators, and network and computer systems administrators earn more in the San Jose metro area that includes Santa Clara and Sunnyvale than in any other American metropolitan area, according to 2009 data from the U.S. Bureau of Labor Statistics.

BLS tracks the pay levels for more than 800 occupations, which it groups into 22 broad sectors. The sector of computer and mathematical science occupations is third-highest in annual average pay. It's topped only by management and legal occupations, which Bizjournals' On Numbers analyzed in separate stories the past two days.

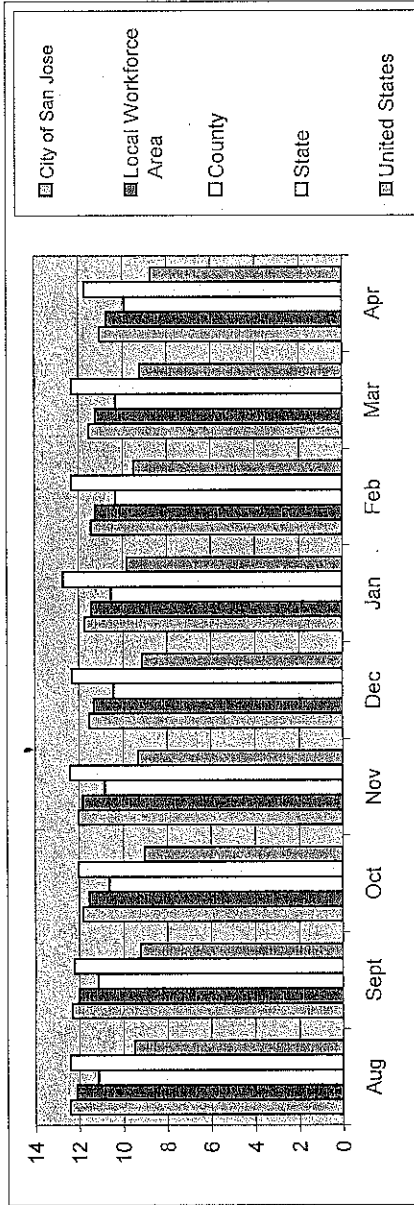
Read more: [Valley remains golden land for IT jobs | Silicon Valley / San Jose Business Journal](#)

# April LMI Report

May-11

Data Source: LMIID

	2011											
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
San Jose City	12.4	12.3	11.8	12	11.5	11.7	11.4	11.5	11			
Local Workforce Area	12.1	12	11.5	11.8	11.3	11.4	11.2	11.2	10.7			
County	11.1	11.1	10.6	10.8	10.4	10.5	10.3	10.3	9.9			
State	12.4	12.2	12	12.4	12.3	12.7	12.3	12.3	11.70			
United States	9.5	9.2	9	9.3	9.1	9.8	9.5	9.2	8.7			



Between April 2010 and April 2011, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, grew by 13,400 jobs, or 1.6 percent.

- Information (which includes software publishers, and internet publishing and broadcasting, and Web search portals) expanded by a net 5,600 jobs from last April.
- Manufacturing netted a 4,900-job increase, mostly in computer and electronic products.
- Professional and business services; and private educational and health services each added 3,200 jobs.

Both computer systems design and related services, and private health care establishments garnered 2,000 jobs.

- Trade, transportation, and utilities rose by 2,900 jobs. Retail trade; wholesale trade; and transportation, warehousing, and utilities posted job gains of 1,500, 1,100, and 300, respectively.
- On the down side, government continued to trim jobs. Local government entities (including public schools) felt the greatest impact, down by 3,300 jobs over the year.

work2future-workforce intelligence team Data Sources: EDD Labor Market Division-HWOL

## The Best Places to Look for Work: Marketing Managers

Ranking	City Area	Job Ads
1	Seattle-Tacoma-Bellevue, WA	1,391
2	New York-Northern New Jersey-Long Island, NY	2,955
3	Trenton-Ewing, NJ	122
4	San Francisco-Oakland-Fremont, CA	1,224
5	Washington-Arlington-Alexandria, DC	624
6	Chicago-Naperville-Joliet, IL	1,155
7	Minneapolis-St. Paul-Bloomington, MN	663
8	San Jose-Sunnyvale-Santa Clara, CA	996
9	Austin-Round Rock, TX	220
10	Boston-Cambridge-Quincy, MA	887

Get and Work Places to Look for Work: Management Analysis

## The Best Places to Look for Work

Ranking	City Area	Job Ads
1	Charlotte-Gastonia-Concord, NC	267
2	New York-Northern New Jersey-Long Island, NY	1,527
3	Minneapolis-St. Paul-Bloomington, MN	539
4	San Francisco-Oakland-Fremont, CA	518
5	Chicago-Naperville-Joliet, IL	702
6	Dallas-Fort Worth-Arlington, TX	447
7	Houston-Sugar Land-Baytown, TX	356
8	San Jose-Sunnyvale-Santa Clara, CA	262
9	Washington-Arlington-Alexandria, DC	1,019
10	Raleigh-Cary, NC	90

# IV (A) (1)

## Minutes

(Meeting of 11/16/10)

{Action}

# work<sup>2</sup>future<sup>SM</sup>

opportunity • jobs • success

## YOUTH COUNCIL COMMITTEE MINUTES

**Tuesday, November 16, 2010**

**Afternoon Session 1:30 P.M. – 3:30 P.M.**

**San Jose One-Stop  
1290 Parkmoor Ave.  
San Jose, CA 95126  
408.794.1100  
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**MINUTES**  
**1:30 P.M.-3:30 P.M. AFTERNOON SESSION**

**I. Quorum Verification**

**Members in attendance:** Denise Boland, Philip George, Van Le, Glenn Ledet, Dr. David Matuszak, Bryan Vanhuystee, Cpt. Toby Wong, Erin Wright.

**Absent:** Robert Hennessy, David Torres, Jennifer Yates.

**Members that arrived after quorum verification:** Sandra Murillo

**II. Opening Remarks**

Bryan Vanhuystee, Committee Chair, called the meeting to order at approximately 1:35 p.m. Bryan opened the meeting with Opening Remarks.

**III. Consent Items**

- (a) Grant Report of November 1, 2010.

Motion: Denise Boland

Second: Van Le

Grant report was accepted unanimously.

**IV. Agenda Items**

**A. Old Business**

1. Approval of Minutes

{Action}

Motion made to approve the Minutes of the Youth Council Committee meeting held on June 14, 2010 as presented.

Motion: Denise Boland

Second: Erin Wright

The motion carried unanimously.

**B. New Business**

**Items were heard out of order to accommodate staff scheduling.**

1. Final PY 09-10 Performance Update

{Informational}

Monique Melchor, Interim Youth Program Manager, provided an overview of the final Youth contractor performance for PY 09-10. The overview included enrollment goals, literacy/numeracy gains, employment placements, post-secondary and training.

## Youth Council Committee Minutes

November 16, 2010

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Committee members were concerned that there might be certain occupations that youth might not be able to complete for a variety of reasons. In addition, there might be other occupational areas that might be of higher interest to youth. These are all areas to consider for future contracts and negotiations.

It was reported that approximately 88% of youth participants come from the East San José area and the remainder of youth come from Morgan Hill, Gilroy and other areas of the County.

### **2. 2010 Summer Program & Green Cadre Closeout Reports {Informational}**

Richard Martinez, Project Manager, provided an overview of the two (2) 2010 Summer Programs that were available this past summer. One program was funded by the TANF ECF funding that was provided from the County of Santa Clara and the other was funded by the 2009 ARRA WIA carryover funds. Additionally, the committee was informed about the TANF ECF summer program's selection to participate in the Mathematica Policy Research study under a contract with the Department of Labor. The TANF program was selected due to the collaboration between the City and County. The DOL selected 10 states nation wide and California was one of the 10. Within California, there were only three WIB's selected: NOVA – Sunnyvale, CA, Los Angeles and work2future, City of San José.

Mr. Martinez also provided an overview of the Green Cadre Closeout report. There is a possibility that there will be another Green Cadre program. It is anticipated that we will enroll 75 participants in 3 cycles of 25 each. The program will include 1 (one) week of boot camp, 8 (eight) weeks of training and community services and 10 (ten) weeks of internships and placements.

### **3. Follow-up on Board Retreat {Discussion}**

Bryan Vanhuystee, Committee Chair, reported out on the work2future Board Retreat. There was a tremendous amount of positive feedback on the organization and how the retreat was organized and executed. There will be three breakaway teams that will be working off line. The teams include: Business Incubator, Self sufficiency for the organization and a Technology working group. There were next steps identified and there will be follow up meeting with the working groups. The Assistant Director, Chris Donnelly, provided an overview of the work2future's budget and anticipated budget reductions which was the focus of the retreat's discussions.

### **4. 2011 Meeting Schedule {Action}**

A recommendation was made to approve the Youth Council Committee's 2011 meeting schedule as presented.

Motion: Erin Wright

Second: Sandra Murillo

Motion carried unanimously

**Youth Council Committee Minutes**

**November 16, 2010**

Page 4 of 4

5. **CWA Youth Conference** **{Informational}**  
Richard Martinez, Project Manager, provided a quick overview regarding the upcoming California Workforce Association in Long Beach, CA. The conference is scheduled to take place January 18-20<sup>th</sup>. There was an open invitation for a couple of interested Youth Council Committee members to attend if they are interested.

6. **Update on State Budget** **{Informational}**  
Chris Donnelly, Assistant Director, provided an overview of the anticipated work2future budget for FY 2011-'12. The news the Department of Labor is that the budget for the coming year will be a straight flat line from last year, so there will be no additional funding. The State of California has the largest unemployment rate in the nation, but there was also a decrease in the state allocation. Chris anticipates that there will be an update regarding the budget in January. Work2future staff may be impacted by the City of San Jose's budget deficit due to civil service seniority bumping, not based on the budget since work2future staff is not funded out the City of San Jose's general fund.

**C. Set Items for Next Agenda**

**D. Announcements**

Committee Member Philip George announced that the San Jose Job Corps is in need of female applicants.

**E. Next Meeting:**

Tuesday, March 22, 2011, San Jose One-Stop  
1290 Parkmoor Avenue, San Jose, CA 95126

**V. Public Comment**

**VI. Adjournment**

Motion: Sandra Murillo  
Second: Philip George

The meeting adjourned at 2:40 p.m.

# IV (B) (1)

Update on Federal  
& work2future  
Budget for FY  
2011-2012

{Discussion}

Work2future  
Proposed Budget FY 11-12  
Youth Program  
(Finance Committee June 8, 2011)

	SOURCES/USES	Board Approved Preliminary Budget 11-12 March 2011	Staff Proposed Budget 11-12 June 2011	Inc/(Dec) \$	Inc(Dec) %
1	<b>WIA &amp; ARRA Funding Sources</b>				
2	<b>Allocation</b>	3,300,000	3,365,644	65,644	2%
3	+ Carry over from FY 10-11 (22%)	943,621	1,356,611	412,990	44%
4	Carry Over to FY 12-13 (15% of AD,DW alloc)	-495,000	-504,847	(9,847)	2%
5	- Admin (10% of AD, DW, Youth)	-330,000	-336,564	(6,564)	2%
6	<b>TOT PROPOSED 11-12 YOUTH PROGRAM BUDGET</b>	<b>3,418,621</b>	<b>3,880,844</b>	<b>462,223</b>	<b>14%</b>
7	<b>USES</b>				<b>0%</b>
8	<b>Personnel</b>	716,065	1,275,461	559,396	78%
9	<b>Non -Personnel Cost:</b>				
10	Rent & Utilities	482,205	260,534	(221,671)	-46%
11	Supplies, Travel, Marketing, Other Professional Services,etc.	222,223	258,534	36,311	16%
12	<b>Subtotal Personnel and Non-Personnel</b>	<b>1,420,493</b>	<b>1,794,529</b>	<b>374,036</b>	<b>26%</b>
13	<b>Youth Client Related Svcs</b>				
14	Youth Case Mngt	900,000	900,000	0	0%
15	Green Cadre Prgm	418,128	506,315	88,187	21%
16	Supportive Services/Incentives	130,000	130,000	0	0%
17	<b>Total - Youth Client Related Services</b>	<b>1,448,128</b>	<b>1,536,315</b>	<b>88,187</b>	<b>6%</b>
18	<b>Total - All Client Related Services</b>	<b>1,448,128</b>	<b>1,536,315</b>	<b>88,187</b>	<b>6%</b>
19	<b>One Time Funding</b>				
20	One Stop Relocation: Move / Tenant Improvements	350,000	350,000	0	0%
21	Automated Client Related Services & Othe IT Enhancements	200,000	200,000	0	0%
22	Unallocated Reserve (Excess Sources over Uses)	0	0	0	0%
23	<b>Subtotal One Time Funding</b>	<b>550,000</b>	<b>550,000</b>	<b>0</b>	<b>0%</b>
24	<b>TOTAL YOUTH PROGRAM EXPENDITURES</b>	<b>3,418,621</b>	<b>3,880,844</b>	<b>462,223</b>	<b>14%</b>

IV (B) (2)

Youth Contractor  
Performance PY  
2010-2011

{Discussion}

**work2future**  
**Youth PY 10-11 Performance (Actual - as of 05/13/2011)**

Providers		CONTRACT GOALS												< - - WIA GOALS - - >								
		Enrollments			Literacy/Numeracy Gains			Placements/Post Sec./Adv. Training			Attain. Of Degree or Certificate			Occupational Skills Training						DOL/State (3rd Qtr w/o Base Wage) PY10-11 Youth Performance		
Goal	Actual	% of Goal	Out of School & BSD	Goal for L&M Gains	Actual L&M Gains	% of Goals	Goals	Actual	% of Goals	Actual Enrolled	Goal on Compl of OST	Actual Compl of OST	% of Compl Goals	Employment after Compl of OST	% of employ. After compl Of OST	Success Rate on Placement in Empl't or Education (YCP)	Success Rate on Attainment of Degree or Certificate (YCD)	Success Rate on Literacy and Numeracy Gains (YCL)	Overall Performance (Local 100% Target)	Overall Performance (DOL/State 80% Target)		
a	b	c	d=c/b	e	f	g	h=g/f	i	j	k=j/i	l	m	n	o	p=o/n	q	r=q/o	s	t	u	v	w
SJCC	45	45	100%	43	23	21	91%	27	16	59%	13	23	22	7	32%	0	0%	129.33%	138.42%	116.67%	3/3	3/3
WI	92	92	100%	91	37	63	170%	71	31	44%	16	92	54	54	100%	6	11%	125.86%	120.86%	144.74%	3/3	3/3
CTC	60	62	103%	54	22	22	100%	42	6	14%	7	24	47	20	43%	2	10%	107.69%	92.07%	23.81%	1/3	2/3
Total or Overall	197	199	101%	188	82	106	129%	140	53	38%	36	139	123	81	66%	8	10%	118.60%	111.94%	72.46%	2/3	2/3

IV (B) (3)

Youth Program  
Contractors and  
Outcomes for  
2011-2012

{Discussion}

# work2future

## Youth PY 10-11 Performance (Actual - as of 05/13/2011)

Providers		CONTRACT GOALS												WIA GOALS							
		Enrollments			Literacy/Numeracy Gains			Placements/Post Sec./Adv. Training			Occupational Skills Training			DOL/State (3rd Qtr w/o Base Wage) PY10-11 Youth Performance							
Goal	Actual	% of Goal	Out of School & BSD	Goal for L&M Gains	Actual L&M Gains	% of Goals	Goals	Actual	% of Goals	Actual Goal on Compl of OST	Goal on Compl of OST	% of Compl Goals	Employment after Compl of OST	% of employ After Compl Of OST	Success Rate on Placement or Education (YCP)	Success Rate on Attainment of Degree or Certificate (YCD)	Success Rate on Literacy and Numeracy Gains (YCL)	Overall Performance (Local 100% Target)	Overall Performance (DOL/State 80% Target)		
a	b	c	d=c/b	e	f	g	h=g/f	i	j	k=j/i	m	n	o	p=o/n	q	r=q/o	s	t	u	v	w
SJCC	45	100%	43	23	21	91%	27	16	59%	13	22	7	32%	0	0%	129.53%	138.42%	116.67%	3/3	3/3	
WI	92	100%	91	37	63	170%	71	31	44%	16	54	54	100%	6	11%	125.86%	120.86%	144.74%	3/3	3/3	
CTC	60	103%	54	22	22	100%	42	6	14%	7	47	20	43%	2	10%	107.69%	92.07%	23.81%	1/3	2/3	
Total or Overall	197	101%	188	82	106	129%	140	53	38%	36	123	81	66%	8	10%	118.80%	111.94%	72.46%	2/3	2/3	

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Final Approval of  
Contractor Funding  
for 2011-2012

{Action}

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## *Memorandum*

**TO:** work2future Youth Council  
Committee

**FROM:** Angela Cipperly,  
Youth Services Manager

**SUBJECT:** work2future FY 2011–2012  
Youth Funding  
Recommendations

**DATE:** June 7, 2011

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**Approved**

**Date**

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### **RECOMMENDATION**

Youth Council Committee (YCC) approval of staff recommendations for tentative allocations to fund work2future youth services providers for FY 2011–2012 for a total of \$972,000.

- Workforce Institute, a division of San Jose/Evergreen Community College District, to receive funding in an amount not to exceed \$486,000 to serve 90 youth.
- Center for Training and Careers to receive funding in an amount not to exceed \$270,000 to serve 50 youth.
- San Jose Conservation Corps to receive funding in an amount not to exceed \$216,000 to serve 40 youth.

work2future will fund up to \$5,400 per WIA-eligible participant to include case management, occupational skills training, job placement and follow-up services in the current contract year. This amount also includes \$400 per participant for supportive services (\$250), and incentive funds (\$150). Funding for 2011-2012 represents a decrease in total funding available to Youth Services Providers due to the decrease in formula funds.

Subject to the YCC's approval, these recommendations will be forwarded to the Executive Committee for consideration at its meeting on June 9, 2011, and if approved, to work2future's Board for its meeting on June 16, 2011.

### **BACKGROUND**

In 2007, three youth services contractors were selected through a competitive Request for Proposals (RFP) process involving an evaluation of written submittals and oral presentations. The RFP included Guiding Principles and Areas of Focus and Intervention from work2future's

Strategic Plan, prepared for the Board in September 2006. Contracts were awarded to IBP (now, Workforce Institute, or WI), Center for Training and Careers (CTC), and the San Jose Conservation Corps (SJCC) based on the recommendation of the YCC, the Finance Committee, the Executive Committee, and subsequent approval by work2future's Board.

work2future provided the following funding allocations for youth services in FY 2010-2011:

ENTITIES	BASE FUNDING 2010-2011	# SERVED 2010-2011
Workforce Institute	\$501,000	92
Center for Training and Careers	\$325,455	60
San Jose Conservation Corps	\$200,280	40

In support of the Strategy's Guiding Principle of maximizing performance while serving those most likely to benefit, the services of the recommended providers have been concentrated on those youth with the most at-risk characteristics in the geographical areas of greatest need. The service model targets 17-21 year olds to assist these participants to obtain their high school diplomas or GEDs and occupational skills training certificates leading to placement in employment and post-secondary education.

FY 2010-2011 Youth Contractor Performance as of May 15, 2011

Workforce Institute: In FY 2010-2011, WI received up to \$501,000 to serve 92 youth. WI provided participants with certificated training programs, including San Jose Promise, Green Jobs, and Customer Service through the National Retail Federation. All 92 participants enrolled were entered into Occupational Skills Training (OST); 54 participants (or 59%) had completed training as of April 13, 2011. Additionally, 91 enrollees were basic skills deficient, and nearly 70% of these participants have increased their skills by at least one Adult Basic Education (ABE) level. Of the 31 participants exited from the program, 95% were placed in employment or post-secondary education.

Center for Training and Careers: In FY 2010-2011, CTC received up to \$325,455 to serve 60 youth. CTC's youth training programs have included Green Academy, OSHA, Medical Administration, and Microsoft Office Suite. Of the 62 participants CTC has enrolled, 24 have entered into OST. By April 13, 2011, 20 participants had completed training. In addition, 54 enrollees were basic skills deficient, and over 75% of these participants have increased their skills by at least one ABE level. Of the 14 participants CTC has exited, 43% have been placed in employment or post-secondary education.

San Jose Conservation Corps: In FY 2010-2011, SJCC received up to \$200,280 to serve 40 youth. SJCC provided training in the areas of Landscaping, Weatherization, Natural Resource Conservation, and Construction. Of the 45 participants SJCC has enrolled, 23 were entered into OST. As of April 13, 2011, seven participants have completed training. In addition, 43 of

SJCC's enrollees were basic skills deficient; nearly half of these participants have increased their skills by at least one ABE level. Of the 19 participants SJCC has exited, 84% have entered employment or post-secondary education.

## ANALYSIS

A reduction in the funding allocation of over \$100,000 for Youth services in FY 2011-2012 will have a direct effect on the funding of work2future's Youth services contractors. The following recommendations are based on contractor performance and available funding.

### FY 2011-2012 Youth Contractor Funding Recommendations

Workforce Institute: Staff recommends that WI receives up to \$486,000 for FY 2011-2012 to serve 90 WIA-eligible youth; this represents a decrease relative to the FY 2010-2011 funding level on a cost-per-participant basis. This recommendation is based on WI meeting a high percentage of its contracted goals for OST, placement, and employment. In FY 2011-2012, WI will provide training in the areas of Efficient Energy, Water Utilities, and Career Pathways.

Center for Training and Careers: Staff recommends that CTC receives up to \$270,000 for FY 2011-2012 to serve 50 youth; on a cost-per-participant basis, this represents a decrease relative to the FY 2010-2011 funding level. In FY 2011-2012, CTC will provide Medical Administration, as well as Microsoft Suite 2007 and OSHA certifications.

San Jose Conservation Corps: Staff recommends that SJCC receives up to \$216,000 for FY 2011-2012 to serve 40 youth; on a cost-per-participant basis, this represents an increase relative to the FY 2010-2011 funding level. This recommendation is based on SJCC meeting a high percentage of its contracted goals for occupational skills training, placement, and employment. In FY 2011-2012, SJCC will provide training in the areas of Weatherization, Construction, and Landscaping.

### Contractor Performance

Final performance outcomes will be presented at the YCC meeting of September 27, 2011. If appropriate, the current allocation recommendations for each of the three Youth services providers may increase or decrease relative to the current recommendations based on final performance outcomes for FY 2010-2011. Each youth service contractor will have until July 15, 2011 to submit all required paperwork to MIS to validate final contracted performance numbers for work completed by June 30, 2011. Each contractor is responsible for tracking enrollments and carryovers into FY 2011-2012 and assuring that they have no carryovers that may affect work2future's FY 2011-2012 performance.

In October 2012, work2future will post a competitive Request for Proposals (RFP) for WIA Youth services. For the final year of its five-year contract with its Youth providers, work2future will not allow contractors to enroll new clients prior to all youth being positively exited from the program by June 30, 2011. For example, if a Youth services contractor is awarded funding to

serve 50 participants, and the agency is carrying over five clients from FY 2010-2011 into 2011-2012, then the agency will not be allowed to enroll any new clients until all remaining carryover clients are exited. Final enrollments for all current Youth contractors for PY 2011-2012 will be due November 23, 2011.

Youth services contractors will be required to complete all training activities by May 15, 2012 and positively exit all youth from the program by June 30, 2012 to ensure that, if a current contractor is not selected during the 2012 RFP process, a new provider or work2future will not be responsible to provide services for those youth not exited from the program during the current providers' contract period.

During FY 2011-2012, follow-up services will be provided by work2future's Youth service contractors. Follow-up services for youth are required, planned and organized activities wherein regular contact is maintained with all youth who exit the program. All youth exiting WIA services must receive a minimum of 12 months of follow-up.

FY 2011-2012 WIA Youth services will be provided at One-Stop locations within work2future's service area, including the Gilroy One-Stop. work2future has both City and Board approval to relocate from the Parkmoor facility into two (or possibly three) vacant community centers to deliver services. At this time, the use of the Shirakawa Community Center as a potential Youth services hub is still in discussion with the City's Parks and Recreation Department.

work2future staff recommends the following funding to Youth Service Providers for FY 2011-2012:

<b>ENTITIES</b>	<b>FUNDING 2011-2012</b>	<b># SERVED 2011-2012</b>
Workforce Institute	\$486,000	90
Center for Training and Careers	\$270,000	50
San Jose Conservation Corps	\$216,000	40

These recommended allocations are based on a combination of factors, including the number of carryovers from prior years, quality of services as reported during the most recent programmatic and fiscal monitoring, compliance with performance requirements, and contractors' adherence to work2future's Corporate Priorities.

Contracts funded as a result of these awards will ensure compliance with (1) WIA laws and regulations, and (2) the Guiding Principles from work2future's Strategic Plan. work2future conducts quarterly contract monitoring using State monitoring guidelines and work2future's Quality Index tool. The results of the Youth services contractors' WIA performance outcomes will be brought back to the YCC for its meeting of September 27, 2011.

Angela Cipperly  
Youth Services Manager

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CWA Youth  
Conference Update

{Informational}

IV (C)  
Set Items for Next Agenda

IV (D)  
Announcements

IV (E)  
The next Youth Council  
Committee meeting is  
scheduled for September 27,  
2011 at the work2future One-  
Stop, located at 1290 Parkmoor  
Avenue.

V.  
Public Comment

VI.  
Adjournment