

# work<sup>2</sup>future

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## **YOUTH COUNCIL COMMITTEE AGENDA**

**Tuesday, March 23, 2010**

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

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

**Bryan Vanhustee, Committee Chair  
Sandra Murillo, Committee Vice Chair  
Angela Cipperly, Committee Secretary  
Alex Fernández, Committee Staff**

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. "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."

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

## 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 March 23, 2010.

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 Committee Secretary will take roll; 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 two (2) minutes each to comment.
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# AGENDA

## YOUTH COUNCIL COMMITTEE MEETING

March 23, 2010

1:30 p.m. - 3:30 p.m. AFTERNOON MEETING

### ORDER OF BUSINESS

#### I. OPENING REMARKS

#### II. ROLL CALL

#### III. AGENDA ITEMS

##### A. Old Business

##### 1. Minutes

{Action} **5 min**

Bryan Vanhuystee, Chair

Approval of minutes from the January 12, 2010.

##### B. New Business

##### 1. WIA Reauthorization/ARRA Expenditure Update

{Discussion} **15 min**

*Christopher Donnelly, Assistant Director*

Discussion on the proposed WIA Reauthorization and ARRA expenditure plan. Key Component of WIA Reauthorization and an update on work2future ARRA expenditure rates and hearing by the State Assembly, Committee on Labor and Employment.

##### 2. ARRA Youth Program Updates

{Discussion} **20 min**

*Richard Martinez, Project Manager*

Updates will be provided on the Summer Jobs for Youth Work Experience Program extension (WELD,) College Internship Program and Green Cadre.

##### 3. Summer Program 2010

{Discussion} **15 min**

*Richard Martinez, Project Manager*

*Denise Boland, Employment Support Bureau Administrator*

Update will be provided on proposed youth program for summer 2010 with County of Santa Clara Social Services Agency.

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4. **Youth Contractors Mid-year Performance Update** {Discussion} **60 min**

*Christopher Donnelly, Assistant Director*

*Angela Cipperly, Youth Program Manager*

Update will be provided on Youth contractors performance outcomes for PY 09-10 as of 2/24/10. Providers will provide an update on their program and current performance

5. **ARRA Summer State Monitoring Update** {Informational} **15 min**

*Monique Melchor, Sr. Analyst*

*Angela Cipperly, Youth Program Manager*

An update will be provided regarding the State monitoring report for the ARRA Summer Program.

C. **Set Agenda Items for Next Meeting**

D. **Public Comment**

E. **Announcements** {Informational} **5 min**

*Committee Members*

Members will have an opportunity to make announcements of interest to the Council.

F. **Next Meeting**

Tuesday, June 8, 2010, San Jose One-Stop Center, Board Room

G. **Adjournment**

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## **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.
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**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.

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# III (A) (1)

## Minutes

(Meeting of 1/12/10)

{Action}

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**DRAFT**

**YOUTH COUNCIL COMMITTEE  
MINUTES**

**Tuesday, January 12, 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  
[www.work2future.biz](http://www.work2future.biz)**

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# DRAFT

## MINUTES 1:30 P.M.-3:30 P.M. AFTERNOON SESSION

### I. Opening Remarks

Bryan Vanhuystee, Committee Chair, opened the meeting with Opening Remarks. Erin Wright, Human Resources for Safeway and work2future board member was introduced to the committee as a new youth committee member.

### II. Roll Call

Bryan Vanhuystee called the meeting to order at approximately 1:34 p.m. Angela Cipperly, Youth Program Manager, took roll and confirmed quorum.

**Members in attendance:** Denise Boland, Philip George, Sandra Murillo, Bryan Vanhuystee, Cpt. Toby Wong, Jennifer Yates.

**Absent:** Benny Boveda, Robert Hennessy, Van Le, Dr. David Matuszak, David Torres.

### III. Public Comments

No public comments.

### IV. Consent Calendar

No consent items.

### V. Agenda Items - Items were heard out of order to accommodate committee members.

#### A. Old Business

##### 1. Approval of Minutes

{Action}

Motion made to approve the Minutes of the Youth Council Committee meeting held on October 6, 2009 as presented.

Motion: Denise Boland  
Second: Sandra Murillo

The motion carried unanimously.

#### B. New Business

##### 1. Legislative Action

{Discussion}

Follow-up discussion of advocacy letter regarding eligibility criteria for youth program.

Denise Boland requested that the letter be mailed to multiple public representatives that are in office. In addition, Denise suggested that the letter have ~~the name and contact number for any additional questions or to clarify any~~ concerns. In addition, she suggested that we state the number of participants that have acquired employment because of their participation in the summer program.

Chris Donnelly stated that the suggestions will be incorporated and a final draft will be email to committee members for review. As well, as a list of public representatives that the letter will be mailed to.

**2. Committee Meeting Schedule**

**{Action}**

Youth Council Committee meeting schedule was discussed and approved with one change. The February 23, 2010 meeting will be rescheduled to March 23, 2010.

Motion: Capt. Toby Wong

Second: Philip George

Motion carried

**3. Quality Index**

**{Discussion}**

Colleen Arnold, Contract Analyst, provided an overview of the revised quality index standards that are in place for contractor accountability. This presentation was a follow up to Colleen's presentation of October 6, 2009. In this presentation, Colleen, included the steps of the monitoring process. Per Colleen, the process begins with setting a time table for the monitoring, and determining the number of files that will be monitored within each contractor, letters are mailed to the contractors informing them of the monitoring including dates and times, there is a questionnaire that the contractors complete. The process focuses on reviewing client case files and applying the quality index to the case files.

In Colleen's previous presentation, there were some concerns regarding the possibility of different monitors coming up with a different interpretation of the files. Please note that the process specifically states that if any monitoring team member has a question about a file or see something that might rate a file below/above average score, they discuss with the Lead Monitor to discuss the finding. The lead monitor would provide an accurate assessment.

Any items of critically significance in the negative sense would be discussed with the Executive Director, Jeff Ruster. The process completes with a meeting with the contractor to discuss findings. This allows the contractor to be aware of the findings and provide input. Then a final finding letter is mailed to the contractor informing them of their quality index score.

Colleen also provided an overview of the revised quality index tool that incorporates some of the suggestions concerns that the committee previously discussed.

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4. **ARRA Summer WELD Program** **{Informational}**

Richard Martinez, Project Manager, provided an overview of the WELD program, which is a continuation of the summer employment program. The WELD program consists of 163 youth, ages 18-24, which work 30-40 hrs. Including 4 hours of leadership workshops. The WELD program will continue until March 31, 2010. WELD program leads: Helen Norman and Mary Bravo were introduced to the committee.

Richard also provided a quick update on the College Internship Program. Phase 1, which finished last year and consisted of 19 youth. The program focuses on placing youth in non-profit organization for 525 hours. This year we are moving forward with two phases. Phase 1 will be funded with ARRA funds and will place 25 WIA eligible youth into non-profits starting Feb. 14 - end of June, which will total 520 hours. Phase 2: will be funded with WIA youth formula funds and will begin the end of March- end of June working only half the hours 260.

5. **Green Cadre** **{Informational}**

Richard Martinez, Project Manager, provided an overview of the Green Cadre program, which will serve 50 WIA eligible youth, ages 18-24, compensated with a weekly stipend of \$100-\$125 for 25-30 hours of weekly participation. The program will run from February-August. The focus of this program will be: labor market - emerging technology, environmental awareness/stewardships, and advocacy with low-income neighborhoods. The goal for this program is for youth to have an educational or employment track to pursue, which aligns with the City of San Jose's Green Vision. The Green Cadre program is funded out of the ARRA and Adult funds.

Member Sandra Murillo would like to have hours worked at non-profit organizations reported to the Citywide Grants Management Team.

6. **WIA Reauthorization** **{Discussion}**

Chris Donnelly, Assistant Director provided an overview of the WIA Reauthorization. It is expected that the WIA Reauthorization will take place between now and the next 12 months. Prior to WIA authorization, the health care issue, reauthorization of TANF and Community College funding concerns will be addressed. It is proposed changes are related to funding specifically 30-50% of total funds will be spend on training activities. Super boards are another possibility, under this model- it is regional concept based on a WIB overseeing a larger regional area based on industry clusters or industries. Another option would be for EDD to run the one-stops. Funding levels would remain about the same across the board. CWA is currently composing a working paper with California's recommendation to Washington, which includes board make up, reduced number of mandated partners and incorporating K-12 school partners and community colleges. Under the Super board model there would be 9 regions in California vs. the 41 WIB's that are currently in existence. Another aspect to point out is: there is a push to consolidate, which means more people being

enrolled in WIA run programs (integrated model.) Member Denise Boland inquired if youth council committees would continue under the new proposed models. Per Chris, under all the models, youth councils continue to have a presence.

**C. Planning and Information**

**1. Set Items for Next Agenda**

**{Informational}**

- 1) WIA Reauthorization
- 2) WELD final report
- 3) Green Cadre Update
- 4) Update on Contractor performance
- 5) Summer Youth Program 2010

**2. Youth Council Members' Announcements**

**{Informational}**

**San Jose Conservation Corps**

Graduation (180 Graduates)

January 22, 2010

**Job Fair-** Feb. 26, 2010 for SJCC WIA participants

**NUMMI**

Plant closure on March 31, 2010- we anticipate an increase in one-stop traffic to accommodate displaced workers.

**Santa Clara County Services**

Call center approach for food stamp services, not worker approach

In the future- they would like to move forward with on-line applications

**D. Next Meeting:**

Tuesday, March 23, 2010, San Jose One-Stop, Board Room,  
1290 Parkmoor Avenue, San Jose, CA 95126

**E. Adjournment**

The meeting was adjourned at 2:23 p.m.

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III (B) (1)

WIA  
Reauthorization/  
ARRA Expenditure  
Budget

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{Discussion}

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## Expenditure Plan

1. work2future will spend at least 85% of our ARRA and Formula Allocation for Adult, Dislocated Worker and Youth by June 30, 2010. Note: Per ARRA we have two years, but again we will hit these targets within the first year.
  2. There are concerns in Sacramento about slow expenditures of WIBs. This seems to emanate from a December 2009 report that shows many of the WIBs having spent only a small portion of their allocation.
  3. Results for work2future as of December 2009 Adult, Dislocated Work, and Youth expenditures were 27%, 15% and 80%.
  4. work2future is spending much more in the second half the year than the first part for following reasons:
    - Unlike other WIBs, we schedule our payments for training on a 50%-40%-10% basis. We do this specifically to provide an incentive for good performance from our training vendors. Others pay as much as 100% upfront.
    - We were ramping on our hiring during the first part of the year, and have now our full staffing on board for the second half of the year.
    - Another important reason is that with ARRA funds we are allowed to send large groups of job seekers to training at the same time for a substantial group discount relative to the tradition way of sending job seekers one-by-one. We did a Request for Proposals, even though we did not have to, in order to ensure transparency and also to get the best training rate. This competitive process took time but has provided for great benefits in terms of cost reduction and a broader array of training organizations and programs. We have begun to send hundreds of individuals to training through this new mechanism and this will greatly accelerate our expenditure rates between now and June 30.
  5. Also, as you know this seems to be an annual State-wide and sometime national drill that all the WIBs go through. We could always change our
-

training payment plan and move away from performance based payments, not do RFPs and forake the benefits of competitive processes, and come up with other creative ways to spend money faster. But all this is *not* in the best interest of the job seeker.

6. work2future will be collaborating with the County of Santa Clara to provide a stimulus TANF funded summer program with approximately \$2.5M.
  7. We are applying Stimulus Funds to seed/develop new programs for pre-apprenticeship and other green related programs. Program design and new partnerships take time.
  9. work2future will spend the majority of our resources within the first year of a two year time period.
  10. The December reports is not an accurate depiction of our ability to spend, nor the transparency and innovative approach we are taking to spend the money
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# III (B) (2)

## ARRA Youth Program Updates

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{Discussion}



## WELD/COLLEGE INTERNSHIP PROGRAM/GREEN CADRE

### Work Experience & Leadership Development (WELD) Program

WELD is the continuation of the ARRA-funded summer jobs for youth program, which allowed selected youth to continue their work experience activities beyond September 30, 2009.

- WELD began November 2, 2009 with 157 youth
- Today 142 youth remain enrolled
- They work up to 36 hours per week and participate in 4 hours weekly of paid work readiness training
- Several youth have received job offers, including 2 with the Indian Health Center
- Youth have completed 51,000 hours of work experience in WELD
- WELD ends March 31, 2010

### College Internship Program

CIP provides low-income, WIA-eligible, full-time college students who are 18-21 with paid professional internships primarily at local nonprofit organizations and is offered in two phases.

- Phase 1 began February 8 with 23 interns
- They are at 17 nonprofit organizations
- Interns earn \$15 per hour
- Internships are 520 hours long
  
- Phase 2 interns will begin on March 29
- Up to 20 interns
- Hourly pay is also \$15 per hour but the internship is 260 hours long
- All 19 interns from 2009 remained in school full-time

### Green Cadre

Green Cadre provides up to 50 low-income, WIA-eligible youth ages 18-24 with civic engagement opportunities and clean and green training that will allow them to advance the clean and green vision while preparing to green their future jobs.

- Green Cadre started February 1 with a two-week training by Public Allies
- They earned NCCER certification
- They will earn OSHA 10 safety certification
- They will earn CPR/First Aid/AED certification
- They staffed San Jose's public streetlight demonstration and survey on March 3 and 4
- Our City Forest is providing a series of workshops on urban forestry
- Various internship opportunities are being developed
- ~~work2future presented information on our green youth program at the~~  
Department of Labor (DOL) conference in Dallas, Texas; DOL said that we're ahead of the pack in terms of green training

III (B) (3)

Summer Program  
2010

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{Discussion}

## SUMMER 2010 WORK EXPERIENCE PROGRAM

### SUMMARY:

Several options are currently under consideration regarding the opportunities for summer jobs for youth, 2010.

### Variables:

- ARRA summer youth funding still available at work2future
- Availability of ARRA TANF Emergency Contingency Funds through a partnership with the Santa Clara County Department of Social Services
- Dramatic differences between the House of Representatives' job creation bill and the Senate version that has no funding for summer jobs
- The potential for separate federal legislation regarding summer jobs for youth

### Possible Options:

1. A program serving low-income, WIA-eligible youth, ages 18-24
  - A. Approximately \$1 million from ARRA summer 2009.
  - B. 250 participants
  - C. 8-week program paying \$13 per hour with a 40-hour workweek
  - D. Serving the work2future service area
2. A program in partnership with Santa Clara County Social Services, to serve low-income youth, ages 15-17, with approximately \$2.6 million in ARRA ECF funds.
  - A. Up to 840 participants
  - B. 8-week program paying \$10 per hour with a 22-24 hour workweek.
  - C. Serving *all* of Santa Clara County
3. All programs are scalable depending upon funding resources.

III (B) (4)

Youth Contractors  
Mid-Year  
Performance  
Update

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{Discussion}

# work2future

## Youth PY 09-10 Contract Performance (Actual - as of 02/24/2010)

Youth Program (301)	Enrollments			Occupational Skills Training					Literacy/Numeracy Gains				Placements Empl./Post Second.			Carried overs from PY 08-09						
	Goal	Actual	% of Goal	Actual Enrolled	Goal on Comp of OST	Actual Compl of goals	% of Comp Goals	Employment after OST	Out of School & BSD	Goal for L&M Gains	Actual L&M Gains	% of Goals	Goals	Actual	% of Goals	Carried Overs	Place-ments	Post/Se c. Sch./Ce rtif.	Neutral	Negativ e	Total Exits	Active as of 02/24/10
	a	b	c=b/a	d	e	f	g=f/e	h	i	j	k	l=k/j	m	n	o=n/m	p	q	r	s	t	u=q+r+s+t	v=p-u
SJCC	44	49	111%	29	16	1	6%	0	43	22	9	41%	19	1	5%	8	3	3	0	0	6	2
SJCC-SP																4	1	1	0	0	2	2
WI	108	108	100%	81	48	41	85%	10	65	54	38	70%	38	13	34%	12	2	0	0	0	2	10
WI-SP																8	1	2	0	1	4	4
CTC	71	76	107%	28	28	1	4%	0	65	36	12	33%	29	0	0%	41	10	6	0	0	16	25
TOTAL	223	233	104%	138	92	43	47%	10	173	112	59	53%	86	14	16%	73	17	12	0	1	30	43

III (B) (5)

# State Monitoring Update

{Informational}

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III (C)

Set Items for Next  
Agenda

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{Informational}

III (E)

Announcements

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{Informational}



The next planned  
Youth Council  
Committee meeting  
is tentatively  
scheduled for June  
8, 2010 at 1:30 p.m.  
at the work2future  
One-Stop, located  
at 1290 Parkmoor  
Avenue

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