

WORKFORCE DEVELOPMENT BOARD YOUTH COMMITTEE MEETING

WEDNESDAY, APRIL 20, 2022 AT 12:30 PM – 2:00 PM

At this time, the Workforce Development Board (Board) is continuing to hold Board and Committee meetings to conduct essential business pursuant to California Government Code section 54953(e). Members of the public are encouraged to watch and participate electronically.

Topic: Youth Committee Meeting
Time: Apr 20, 2022 12:30 PM Pacific Time (US and Canada)

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This agenda contains a brief description of each item of business to be considered at today's meeting. In accordance with the Brown Act, this meeting agenda are posted at least 72 hours prior to the regularly scheduled meeting on the Workforce Development Board website and on the official Workforce Development Board Bulletin Board outside of the Workforce Development Department Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA 92415. The agenda, its supporting documents and all writings received by the Committee related to these items are public records and available for review on the website or **by emailing the Executive Secretary to the Board at Devra.Bell@wdd.sbcounty.gov prior to, or after, the meetings.**

The agenda and its supporting documents can be viewed online at www.sbcounty.gov/workforce. However, the online agenda may not include all available supporting documents nor the most current version of documents. Items listed on the Consent Calendar are expected to be routine and non-controversial and, unless the Committee directs that an item be held for further discussion, the entire Consent Calendar will be acted upon as the first item of business on the Discussion Calendar. Members of the public may address the Committee on any item on the agenda and on any matter that is within the Committee's jurisdiction.

To address the Committee regarding an item that is on the agenda, please "Raise Hand" in the Zoom meeting as follows:

- To raise your hand in Zoom's desktop app, click the "Reactions" button and then select "Raise Hand" button.
- In the mobile app, you can raise your hand by tapping your phone screen; click on the "More" button and then select the "Raise Hand" button
- If you later change your mind about raising your hand, you can lower it by clicking "Lower Hand."

After raising your hand, the Executive Secretary to the Committee will unmute your account and you will have up to three minutes to address the Committee.

Conflict of Interest Advisement

WDB members please be advised: If an item on the Agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, **then please follow these procedures:**

"When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Committee's consideration of the Agenda item."

**WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE**

AGENDA

WEDNESDAY, APRIL 20, 2022 AT 12:30PM-2:00PM

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions

PUBLIC COMMENT

- 4) Comments from the General Public in Attendance

CONSENT AGENDA

- 5) Approval of Minutes from January 12, 2022 Youth Committee Meeting

DISCUSSION

- 6) Approve the recommendation of the Youth Ad Hoc Committee for Workforce Innovation and Opportunity Act Youth Program to recommend contract awards to the Workforce Development Board to the following service providers, in the aggregate amount not to exceed \$15,028,497, for the period of June 15, 2022 through June 30, 2025, with the option to renew up to two (2) additional three (3) year terms:
 - (1) California Association Health & Education Linked Professions
 - (2) Chino Valley Unified School District
 - (3) El Proyecto del Barrio, Inc.
 - (4) Equus Workforce Solutions
 - (5) First Institute Training and Management, Inc.
 - (6) Hawkeye Properties and Workforce Innovation, Inc.
 - (7) Operation New Hope
 - (8) Youth Action Project, Inc.
- 7) Approval of Youth Policies Addressing Work Experiences, Incentive Payments and Apprenticeship Goals

WORKSHOP

- 8) Review Workplan for Youth Committee Goals

REPORTS AND INFORMATION

- 9) Youth Dashboard

ADJOURNMENT

In conformity with Government Code section 54957.5, any writing that is a public record, that relates to an item listed on the Agenda, and that will be distributed to all or a majority of the Committee less than 72-hours prior to this meeting (or is distributed at this meeting), will be available for public inspection at the time the writing is distributed. This inspection may be made at the office of the Workforce Development Department, 290 North D Street, 6th Floor, San Bernardino, California 92415, or during this meeting.

The Committee meeting is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee meeting. The Board Secretary's telephone number is (909) 387-9862. California Relay Service 711.

This WIOA Title –I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

**San Bernardino County
Workforce Development Board
Youth Committee
Agenda Item**

MEETING DATE: April 20, 2022

ITEM: (5)

SUBJECT: Approve Minutes from January 12, 2022 Youth Committee Meeting

PRESENTED BY: Bradley Gates, Director
Workforce Development Department (WDD)

CONSENT X **DISCUSSION** _____ **INFORMATION** _____

RECOMMENDATION: Approve Minutes from January 12, 2022 Youth Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE MEETING**

“Pursuant to the Governor’s Executive Order N-29-20, the Committee meeting was held via teleconference and a publicly noticed location was provided for public observation and comment.”

WEDNESDAY, JANUARY 12, 2022 – 12:30 PM – 2:00 PM

MINUTES

Attendees:

Members	Present
B.J. Patterson (Chair)	X
Ken Boshart	
*Andre Bossieux	
Phil Cothran	X
Lowell King	X
Dale Marsden	X
Tremaine Mitchell	X
Sandra Sisco	X
Jonathan Weldy	
Leticia Williams	X

Staff to WDB	Present
Devra Bell	X
Brad Gates	X

**Public Members*

OPENING

- 1) **Chair called meeting to order** at 12:31 PM
- 2) **Pledge of Allegiance** – Dale Marsden led the Pledge of Allegiance.
- 3) **Introductions** – The Board Secretary took roll call attendance.

CONSENT AGENDA

- 4) **Approve Minutes from October 13, 2021 Youth Committee Meeting**

The Chair requested a motion to approve the consent agenda. Lowell King motioned; Dale Marsden seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

B.J. Patterson, Chair: Aye
Ken Boshart: Absent
Andre Bossieux: Absent
Phil Cothran: Aye
Lowell King: Aye
Dale Marsden: Aye
Tremaine Mitchell: Aye
Jonathan Weldy: Absent
Leticia Williams: Aye

Without further comment or objection, motion carried by unanimous vote.

PUBLIC COMMENTS

5) Comments from the General Public in Attendance - No public comment cards were presented.

DISCUSSION

6) Approve Youth Committee Goals for 2022

B.J. Patterson led the discussion and reviewed the 2022 goals for the Youth Committee:

- 1) *Establish a system approach by encouraging collaboration and standardization between youth providers.*** Mr. Patterson discussed increasing the percent of Youth serviced, which was added as goal #4. Mariann Johnson reported on the Youth providers and the need to standardize the service between all providers, so the Youth can have equal access to any incentives, regardless of the provider.
- 2) *Establish a Youth system collaboration model through non-funded MOU's.*** The committee members discussed the need to expand services through the various Youth providers and other programs. Currently, we do not have a Youth in each of the AJCC offices to serve any Youth that come through the door. A potential MOU with Children and Family Services (CFS) was also discussed, to help reach these goals.
- 3) *Establish coordination agreement between county AJCC's and the Youth system.*** Ms. Johnson noted that the AJCC offices are seeing Youth come through the door, but there are currently no connections to the Youth providers.
- 4) *Increase amount of Youth serviced by 30%.*** The members discussed how many Youth age out of the system and the performance measures (received employment or continued onto higher education). The data received from EDD is one year old.
- 5) *Serve 200 Foster Youth who are exiting the system.*** Goal was changed to "Serve 100%" of Foster Youth exiting the system.

The Chair requested a motion to approve the committee goals. Phil Cothran motioned; Dale Marsden seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

B.J. Patterson, Chair: Aye
Ken Boshart: Absent
Andre Bossieux: Absent
Phil Cothran: Aye
Lowell King: Aye
Dale Marsden: Aye
Tremaine Mitchell: Aye
Jonathan Weldy: Absent
Leticia Williams: Aye

Without further comment or objection, motion carried by unanimous vote.

REPORTS AND INFORMATION

7) Youth Dashboard

Mariann Johnson provided updates and noted the dashboard can be found on the website. She reviewed the enrollments (currently at 60%); discussed the case load totals; barriers overview, which is currently “basic skills deficient”, following by “disabled”; and finally, the barriers by Youth provider. She discussed how an MOU with Child and Family Services would help us find the number of Foster Youth verifications.

ADJOURNMENT

Chair called for a motion to adjourn. Dale Marsden motioned; Tremaine Mitchell seconded the motion. None opposed; motion carried.

Meeting adjourned at 1:33 PM

The next WDB Youth Committee meeting is scheduled for Wednesday, April 20, 2022 at 12:30 PM to be held at WDD Administration Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary

**San Bernardino County
Workforce Development Board
Youth Committee
Agenda Item**

MEETING DATE: April 20, 2022

ITEM: (6)

SUBJECT: **San Bernardino County Workforce Innovation and Opportunity Act Youth Program Recommendations for Program Years 2022 through 2025**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the recommendation of the Youth Ad Hoc Committee for Workforce Innovation and Opportunity Act Youth Program to recommend contract awards to the Workforce Development Board to the following service providers, in the aggregate amount not to exceed \$15,028,497, for the period of June 15, 2022 through June 30, 2025, with the option to renew up to two (2) additional one (1) year terms:

1. California Association Health & Education Linked Professions
2. Chino Valley Unified School District
3. El Proyecto del Barrio, Inc.
4. Equus Workforce Solutions
5. First Institute Training and Management, Inc.
6. Hawkeye Properties and Workforce Innovation, Inc.
7. Operation New Hope
8. Youth Action Project, Inc.

BACKGROUND: The Workforce Development Board's (WDB) Workforce Innovation and Opportunity Act (WIOA) Youth Program provides academic enhancement, employment skills, and occupational training services to eligible youth participants in San Bernardino County. Contracted youth service providers are selected through competitive proposal process and serve youth on a two-year program cycle. While a youth is in their first year of a program cycle, the service providers provide youth with occupational training, work experience, counseling, tutoring and supportive services in order to place the youth in employment or higher education. While a youth is in the second year of a program cycle, the service providers provide the youth with follow up services to ensure success utilizing the skills obtained during the prior year.

On Thursday, January 6, 2022, the Request for Proposal (RFP) (EDA122-WDD-4431) was released soliciting qualified agencies to provide WIOA Youth Program services from July 1, 2022 through June 30, 2025 with the option to renew up to two (2) additional one (1) year terms.

On February 15, 2022, ten (10) proposals were received and determined to be responsive to the RFP minimum criteria. The proposals were evaluated by a committee of qualified neutral parties with youth related workforce development experience. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP, including demonstrated ability serving youth, program design, and cost reasonableness.

A Youth Ad Hoc Committee of the WDB convened on April 4, 2022 to review the evaluators' recommendations and approved the development of the contracts after conducting interviews with the successful proposers on April 6, 2022 and April 7, 2022.

The aggregate contract total is not to exceed \$15,028,497.

The table below lists the geographical areas the youth providers will service and their annual enrollments in each PUMA (Public Use Microdata Area).

Public Use Microdata Area (PUMA)	Annual WIOA Enrollment Goal	Proposer	Minimum Annual Enrollment
#1 Big Bear City, Big Bear Lake, Crestline, Lake Arrowhead, Running Springs, and Wrightwood	89	California Association Health & Education Linked Professions	39
		Equus Workforce Solutions	50
#2 San Bernardino and Muscoy	258	El Proyecto del Barrio, Inc.	86
		Youth Action Project, Inc.	86
		Operation New Hope	86
#3 Victorville and Adelanto	158	California Association Health & Education Linked Professions	158
#4 Rialto and Bloomington	105	Youth Action Project, Inc.	50
		El Proyecto del Barrio, Inc.	55
#5 Hesperia, Apple Valley and Lucerne Valley	129	California Association Health & Education Linked Professions	129
#6 Twentynine Palms, Barstow, Needles, Yermo, Joshua Tree, Newberry Springs and Yucca Valley	108	First Institute Training and Management, Inc.	108
#7 Fontana	180	Equus Workforce Solutions	90
		First Institute Training and Management, Inc.	90
#8 Ontario	111	Equus Workforce Solutions	97
		Hawkeye Properties and Workforce Innovation, Inc.	14
#9 Colton, Loma Linda and Grand Terrace	62	Equus Workforce Solutions	31
		El Proyecto del Barrio, Inc.	31
#10 Redlands, Yucaipa, Mentone and Highland	74	Equus Workforce Solutions	74
#11 Chino and Chino Hills	86	Chino Valley Unified School District	49
		Hawkeye Properties and Workforce Innovation, Inc.	37
#12 Upland and Montclair	68	Operation New Hope	50
		Hawkeye Properties and Workforce Innovation, Inc.	18
#13 Rancho Cucamonga	75	Operation New Hope	50
		Hawkeye Properties and Workforce Innovation, Inc.	25
SAN BERNARDINO COUNTY	1,503	8 Proposers	1,503

The table below illustrates the annual and cumulative enrollments and estimated contract amounts for each proposer, based on the enrollment numbers.

PROPOSER	PUMA(s) SERVED	ANNUAL MINIMUM ENROLLMENTS	ESTIMATED ANNUAL CONTRACT AMOUNT	MINIMUM ENROLLMENTS (3 YEARS)	ESTIMATED CONTRACT AMOUNT (3 YEARS)
California Association Health & Education Linked Professions	1, 3, 5	326	\$1,086,558	978	\$3,259,674
Chino Valley Unified School District	11	49	\$163,317	147	\$489,951
El Proyecto del Barrio, Inc.	2, 4, 9	172	\$573,276	516	\$1,719,828
Equus Workforce Solutions	1,7, 8, 9, 10	342	\$1,139,886	1,026	\$3,419,658
First Institute Training and Management, Inc.	6, 7	198	\$659,934	594	\$1,979,802
Hawkeye Properties and Workforce Innovation, Inc.	8, 11, 12, 13	94	\$313,302	282	\$939,906
Operation New Hope	2, 12, 13	186	\$619,938	558	\$1,859,814
Youth Action Project, Inc.	2, 4	136	\$453,288	408	\$1,359,864
8 Proposers	13 PUMAs	1,503	\$5,009,499	4,509	\$15,028,497

This action will allow the Workforce Development Department to serve a minimum of 4,509 at-risk youth under the WIOA Youth Program for the 2022 through 2025 program cycles for San Bernardino County. With approval, this item will be submitted to the WDB for review and approval on May 11, 2022.

**San Bernardino County
Workforce Development Board
Youth Committee
Agenda Item**

MEETING DATE: April 20, 2022

ITEM: (7)

SUBJECT: Youth Provider Policies Addressing Work Experiences, Incentive Payments and Apprenticeship Goals

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the recommendation of Youth Policy components relating to work experiences, incentive payments, and apprenticeship goals to be incorporated into the Workforce Development Department Youth Provider Handbook (WDD Youth Provider Handbook).

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) youth program provides academic enhancement, employment skills, and occupational training services to eligible youth participants in San Bernardino County. Uniformity in the delivery of critical youth services is necessary to achieve equity for San Bernardino County youth accessing program services, ensuring where they live or seek services would not impact what services they receive. Work experiences and incentive payments are two program services that require consistent, predictable, and clear guidelines for youth providers to adhere to ensure service equity. Additionally, the State of California has set the monumental goal of 500,000 apprenticeships by 2029. Establishing yearly apprenticeship goals for youth providers to achieve will enable San Bernardino County to make continuous progress towards the State’s apprenticeship goal, improve the career prospects of San Bernardino County youth, and meet the needs of industries requiring skilled workers in a variety of trades and professions.

Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector (*Title 20 CFR Part 681: Youth Activities under Title I of the WIOA*). Work experiences are meaningful to youth since they enable them to obtain real world experience in the job market which in turn can inform future decisions relating to career, employment, and education. The following points relating to work experiences are recommended for approval and inclusion into the WDD Youth Provider Handbook:

Work experience wages will be the State of California’s minimum wage with the Youth working a:

- Minimum of 120 hours and a maximum of 240 hours; overtime is not permitted, and
- Maximum of eight (8) hours in a day and/or up to 40 hours in a week.

Prior Workforce Development Department (WDD) approval must be obtained if more than the minimum wage is to be given for a participant to receive.

Incentive payments to youth participants are permitted for recognition and achievement directly tied to training activities and work experiences (*Title 20 CFR Part 681: Youth Activities under Title I of the WIOA*). Youth in general are more likely to make progress and complete approved program activities when there is a financial reward involved. The following incentive payment allowances are recommended for approval and inclusion into the WDD Youth Provider Handbook:

Category	Amount	Description
Measurable Skills Gain (MSG)	\$50.00	WIOA defines MSG as documented academic, technical, occupational, or other forms of progress towards a credential or employment.
Credential	\$100.00	Credential attainment is defined as earning a

		recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation or within one year after exit from the program.
Employment Rate - 2 nd & 4 th Quarter after exit	\$100.00	The percentage of customers in education or training activities, or in unsubsidized employment during the second or fourth quarter after exit from the program.
Work Experience	\$50.00	Youth receives a positive completion of paid or unpaid work experience.
Workshops	\$25.00 per workshop	Youth will be eligible to receive incentive when he/she completes Life Skills, Job Search, or Leadership Development Skills. <u>Note:</u> Youth may not exceed \$100.00 in workshop incentives within any PY.
Workforce Development Board (WDB) meeting	\$50.00	Youth will be eligible to receive incentive when he/she is selected to present as a success story to the WDB.

Each Youth Provider is responsible for ensuring each category amount is not exceeded. The maximum aggregate incentive award may not exceed \$500.00 per participant. Exception is the \$50.00 incentive for the quarterly selection youth to present his/her success story to the board.

Apprenticeship goals for the service providers will ensure youth are regularly connected to opportunities to earn and learn in a career pathway. Apprenticeships are an evidence-based model for job seekers and is a job-driven strategy for employers and industries (*TEGL 13-16, Subject: Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act*). Additionally, registered apprenticeship programs are tuition free with costs limited to books, uniforms, testing fees, etc., that can be funded through supportive services. The following apprenticeship goals are recommended for approval and inclusion into the WDD Youth Provider Handbook:

PY 2022 – 2023	PY 2023 – 2024	PY 2024 – 2025
1% of total enrollments per youth provider to enter apprenticeships	3% of total enrollments per youth provider to enter apprenticeships	5% of total enrollments per youth provider to enter apprenticeships

After PY 2024-2025, the goal will remain 5% of total enrollments per youth provider to enter apprenticeships per program year until a new goal is established by the Youth Committee.