



CONTRA COSTA COUNTY

AGENDA

Workforce Development Board

Wednesday, November 19, 2025

12:00 PM

4071 Port Chicago Hwy., #250
Federal Glover Conference Room,
Concord

Zoom Meeting ID: 861 9541 1636

Passcode: 002936

Zoom:

[https://us06web.zoom.us/j/86195411636?](https://us06web.zoom.us/j/86195411636?pwd=gQlhLvFM0NZdwGF2bZaEkbYr6TxuC2.1)
[pwd=gQlhLvFM0NZdwGF2bZaEkbYr6](https://us06web.zoom.us/j/86195411636?pwd=gQlhLvFM0NZdwGF2bZaEkbYr6TxuC2.1)

[TxuC2.1](https://us06web.zoom.us/j/86195411636?pwd=gQlhLvFM0NZdwGF2bZaEkbYr6TxuC2.1)

Youth Committee

12:00 CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
INTRODUCTIONS

12:05 PRESENTATION ITEM

P1 - Maurice Beard

[25-4885](#)

International Transportation Learning Center/Transit Workforce Center

Attachments: [P1 - Presenter Intro - Maurice Beard International Transportation Learning Center Transit Workforce](#)

12:40 CONSENT AGENDA

C1 - Approve August 20, 2025 Youth Committee Minutes

[25-4886](#)

Attachments: [C1 - 8-20-25 Youth Committee Minutes](#)

12:45 ACTION ITEMS

A1 - Youth Committee Slate of Officers

[25-4887](#)

Attachments: [A1 - YC Co-Chair Nomination and Members and Proxies](#)

A2 - Consider Approval of Revised Work-Experience Policy

[25-4888](#)

Attachments: [A2 - Staff Report - WEX Policy](#)
[A2a - WPB 01-16 Youth WEX](#)
[A2b - WDB Youth WEX Policy - DRAFT-nb](#)
[A2c - Wex Policy Comparison Doc](#)

A3 - 2026 Youth Committee Meeting Calendar

[25-4889](#)

Attachments: [A3 - 2026 WDB Youth Committee Meeting Calendar](#)

1:10 DISCUSSION ITEM

D1 - Youth Committee Ad Hoc Working Groups

[25-4890](#)

Attachments: [D1 - Youth Committee Ad Hoc Working Groups](#)

1:20 INFORMATIONAL ITEMS

I1 - Youth Centers Service Contracts Update

[25-4891](#)

Attachments: [I1 - Measure X Youth Centers](#)

I2 - Meeting Notices and Legistar

[25-4892](#)

Attachments: [I2 - Meeting Notices in Legistar](#)

1:25 CHAIR'S REPORT & NEXT AGENDA ITEMS

1:30 ADJOURN

Future Youth Committee Meeting: Wednesday, January 21, 2026

Business & Economic Development Committee Meeting: Wednesday, February 18, 2026

Full Board/Executive Committee Meeting: Wednesday, March 18, 2026

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 96 hours prior to that meeting are available for public inspection at 4071 Port Chicago Highway, Concord during normal business hours.

America's Job Center of California (AJCC) WIOA Title I financially assisted programs or activities are on equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925-655-3800.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4885

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: Presentation Item - Maurice Beard, International Transportation Learning
Center/Transit Workforce Center

DATE: November 19, 2025
TO: Youth Committee
FROM: Noramah Burch, Youth Program Manager
RE: **International Transportation Center/Transit Workforce Center**

BIOGRAPHY OF SPEAKER



Maurice Beard

Senior Workforce Development Advisor, International Transportation Learning Center / Transit Workforce Center

Maurice Beard's transportation career spans over three decades. Starting as a bus operator at Valley Transportation Authority (VTA) in San Jose, California, Maurice moved into positions as Line Instructor, Transportation Supervisor, and then full-time Technical Trainer, overseeing new operator classes and working to support VTA's Joint Workforce Investment (JWI), VTA's peer-to-peer mentor program. For his last decade at VTA, Maurice served as Technical Training Supervisor, where he and his team kept VTA's operators updated with the latest industry knowledge and training techniques. Maurice's expertise continues to support several industry stakeholders in a range of critical areas, including the establishment of mentoring and apprenticeship programs.

For any questions, please contact Noramah Burch, Youth Program Manager at nburch@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

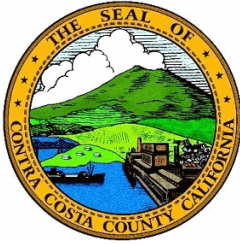
File #: 25-4886

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: August 20, 2025 Youth Committee Minutes



CONTRA COSTA COUNTY

Committee Meeting Minutes

Workforce Development Board

Wednesday, August 20, 2025

12:00 PM

4071 Port Chicago Hwy., #250

Conference Room A, Concord

Zoom Meeting ID: 893 7697 3500 Passcode:
805001

Zoom: [https://us06web.zoom.us/j/89376973500?](https://us06web.zoom.us/j/89376973500?pwd=9E9sYBxX9NxGqftDwloaJaKmfYb5Zg.1)
[pwd=9E9sYBxX9NxGqftDwloaJaKmfYb5Zg.1](https://us06web.zoom.us/j/89376973500?pwd=9E9sYBxX9NxGqftDwloaJaKmfYb5Zg.1)

Youth Committee

12:00 PRESENTATION ITEM

P1 Lindy Johnson: Director of External Affairs, Contra Costa Transportation Authority

Contra Costa Transportation Authority (CCTA)'s GoMentum innovation alliance builds pathways to emerging careers by training bus drivers as autonomous vehicle operators.

12:35 CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST PUBLIC COMMENT INTRODUCTIONS

Mike McGill, Youth Committee Chair, called the meeting to order at 12:03 p.m.

Present: Michael McGill, Alison McKee, Bill Mahoney, Gina Del Carlo, Mayling Alvarado, Alejandra Chamberlain (proxy for Lynn Mackey), Vittoria Abbate (proxy for Heather Fontanilla)

No one requested to speak during public comment.

12:40 CONSENT AGENDA

C1 Approve April 23, 2025 Youth Committee Minutes

The committee approved the April 9, 2025 Minutes as presented.

Motion/Second: Bill Mahoney/Vittoria Abbate

Motion: Passed

12:45 UPDATES

U1 Meeting Notices and Legistar

U2 WIOA Right to Work Policy Update

U3 Measure X Youth Centers Update

Workforce Development Board

Committee Meeting Minutes

August 20, 2025

U4 Special Projects and Initiatives

1:15 ACTION ITEMS

A1 Youth Committee Slate of Officers

The committee approved nominating the following people for Youth Committee Co-Chair, pending their acceptance:

- 1. Steve France**
- 2. Alejandra Chamberlain**
- 3. Lynn Mackey**

Motion/Second: Mayling Alvarado/Gina Del Carlo

Motion: Passed

A2 Approve new WIOA Youth Service Provider

The committee approved and authorized WDBCCC to award \$199,000 to and enter into contract negotiations with International Rescue Committee (IRC) as a WIOA Youth provider.

Motion/Second: Vittoria Abbate/Alison McKee

Motion: Passed

1:25 CHAIRS' REPORT & NEXT AGENDA ITEMS

1:30 ADJOURN

The meeting was adjourned at 1:29 p.m.

Future Youth Committee Meeting: Wednesday, November 19, 2025

Full Board Meeting: Tuesday, November 4, 2025

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4887

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: Youth Committee Slate of Officers

DATE: November 19, 2025
TO: Youth Committee
FROM: Tamia Brown, Executive Director
RE: **Youth Committee Slate of Officers**

RECOMMENDATION

1. That the Youth Committee accept nominations from the membership and forward the recommendation to the full board for approval

BACKGROUND AND CURRENT SITUATION

The Workforce Development Board of Contra Costa County (WDBCCC) Organizational Bylaws govern the board and committee membership.

Article VIII – Committees

- A. The WDBCCC Chairperson may establish Standing Committees, Ad-hoc Committees and Task Forces as necessary and shall designate the chairpersons.
- B. Each WDB Standing Committee shall have a minimum of one chairperson with responsibility for conducting the regular business of that respective committee.

While Standing Committees are only required to have a single chairperson, the responsibilities of the Youth Committee are best fulfilled when shared.

ATTACHMENT

A1a Youth Committee Roster with Proxies

For any questions, please contact Tamia Brown, Executive Director at 925-655-3808 or email at tbrown1@ehsd.cccounty.us

YOUTH COMMITTEE MEMBERS AND PROXIES*

10/29/2025

WDB Board Members	Proxy (if applicable)
1. Mike McGill (Chair, Youth Committee)	
2. Alison McKee	
3. Dawn King	
Youth Committee Member (with Proxy*)	
4. Heather Fontanilla *	Vittoria Abbate
5. Drew Douglass	
6. Gina Del Carlo *	Kim Hudson
7. Lynn Mackey *	Alejandra Chamberlain
8. Bill Mahoney	
9. Mayling Alvarado	



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4888

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: Consider Approval of Revised Work-Experience Policy

DATE: November 19, 2025
TO: Youth Committee
FROM: Noramah Burch, Youth Program Manager
RE: **Revised Work Experience Policy (Proposed)**

RECOMMENDATION

1. That the Youth Committee approve the Revised Work Experience Policy
Or
2. That the Youth Committee identify specific revisions and approve pending the incorporation of the edits

BACKGROUND AND CURRENT SITUATION

The Workforce Innovation and Opportunity Act (WIOA) required Local Boards to develop work experience policies that (at minimum) addressed:

- the types and duration of work experiences
- appropriate incentives and stipends and/or wages (if any)

While the existing policy meets WIOA requirements, draft updates:

1. specify that a work experience may be virtual/remote
2. remove additional Work Experience Subsidy requirements for private sector host worksites
3. adds a reference to Internal Revenue Service (IRS) requirements
4. outlines types of compensation and their most appropriate use
5. clarifies the distinction between programmatic policy requirements and work-experience expenditure reporting

ATTACHMENTS

- A2a** WPB #01-16 (current)
A2b Revised Youth Work Experience Policy (proposed)
A2c Comparison Wex Policy (content changes identified)

For any questions, please contact Noramah Burch, Youth Program Manager at nburch@ehsd.cccounty.us


WORKFORCE POLICY BULLETIN #01-16 - NEW
DATE: January 21, 2016

TO: Contracted Service Providers

FROM: Stephen Baiter, Executive Director
Workforce Development Board

SUBJECT: Youth WEX Policy

Background:

The Workforce Innovation and Opportunity Act (WIOA) places increased focus on work-based learning for youth by broadly defining work experience and establishing a minimum expenditure requirement (20%) for work-based learning activities.

Under WIOA section 134(c)(2)(A)(xii)(VII), an internship or work experience is defined as a planned, structured, time-limited learning experience that takes place in a workplace. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector.

Paid and unpaid work experiences and/or internships must include academic, occupational education and may include the following types of work experience:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-Apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities

Policy:
Youth Work Experience Priority – 20% Spending Requirement

At minimum, 20 percent of WIOA Youth funds must be spent to provide in-school youth and out-of-school youth with work experiences. WIOA youth programs must track and report program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences. The 20 percent work experience spending requirement:

- Is Not tracked separately for In-School and Out-of-School youth
- Is calculated AFTER administrative costs have been subtracted from the total amount of youth funds.

WEX Guidelines

- The duration of a paid WEX activity shall be based on the needs of the participant as documented in his/her Individual Service Strategy/Career Action Plan – generally 120 – 520 hours in accordance with the quality standards adopted by Earn and Learn East Bay.
- A Work-based learning plan and evaluation tool will be used
- Wexs need to be linked to an occupational goal and career pathway
- Participants and Worksite Supervisors shall receive an orientation prior to the start of a paid work experience
- Participation in a paid wex does/shall not preclude an individual from receiving supportive services such as uniforms, work-clothing, tools, transportation assistance, childcare assistance, and other supportive services as needed.
- Payment of incentives are allowable but must be tied to the completion of measurable outcomes. Incentives are not to take the place of wages and may be most appropriate for completion of an academic component or learning objectives completed via short or one-time un-paid work experiences such as a job-shadow.
- The wex must be monitored by the coordinating provider/agency at least once during the course of the activity.

Work Experience Subsidies

When possible, the employer will pay the wages to the youth for the term of the work experience. If a public sector or non-profit employer is unable to pay for the wages, WIOA funds may be used to subsidize the WEX.

To subsidize a Private Sector internship or work-experience, one or more of the following criteria must be in place and documented.

Earn & Learn East Bay Private Sector Subsidy Qualifiers:

- There is an excellent chance that the employer will hire the youth after the subsidized summer experience
- The subsidy will leverage additional resources (Employer will make other financial contributions to support the experience).
- The experience is a team-based project with significant contributions from the employer partner.
- The experience offers an opportunity in a career or field of interest that would otherwise be unavailable to the student/youth.
- The experience offers a youth/student with marginal skills and/or other barriers the opportunity to develop confidence and experience a successful placement that would otherwise not be possible.
- Placement would be an economic development opportunity for a small business that is poised for growth.

Labor Laws

Clients who participate in a paid work experience activity must be paid in wages that comply with federal, state, and local minimum wage requirements. Worksites must also adhere to other local, state, and federal labor laws. The U.S. Department of Labor and the California Department of Industrial Relations provide requirements on school attendance, wages, allowable working hours, age requirements, restrictions, employer requirements, work permits, job safety and working conditions. Providers are expected to create experiences for their clients that meet all applicable labor law requirements.

Work Experience Employee Files – for paid WEX

Providers must maintain full documentation of the work experience in the participant's case file. These documents verify that the client is authorized to work in the U.S. and has completed the required employee paperwork. When wages are fully paid by a private employer (not subsidized with WIOA dollars), copies of the required documentation are acceptable with the understanding that the originals will be made available for review by local, State and Federal monitors as needed.

WEX Employee files should include:

- Completed, signed and verified I-9 Form with back-up documentation
- Completed, signed W4 Form
- Current work permit for youth under 18 years old
- Emergency contact information
- Copy of timesheets of all pay periods during which the client worked
- Verification that client received paychecks for all pay periods worked
- Progress Reports/Performance evaluations

Disclaimer

This policy is based on an initial reading of the statute, the Notice of Proposed Rulemaking released by USDOL as well as guidance issued by California EDD. This policy is subject to change as additional federal regulations and state guidance are released and as quality improvement reviews are conducted.

Citations & References:

WIOA Public Law 113-128) Sections 3, 107, 116, 123, 128, and 129(c) (2) (E) and (c) (4)
Title 20 CFR NPRM 681.600 and 681.640

If you have any questions regarding this Workforce Policy Bulletin, please contact Gina DelCarlo at gdelcarlo@ehsd.cccounty.us or 925-602-6800.

cc: Kathy Gallagher, Director, EHSD
Mike Roetzer, EHSD Director of Administration
Donna Van Wert, One-Stop Operator Consortium Administrator
Maureen Nelson, Assistant Administrator, One-Stop Operations
Bob Whatford, Workforce Services Specialist, One-Stop Operations
Gina Del Carlo, Workforce Services Specialist, Workforce Development Board
Jeff Shoji, Business Systems Analyst, Workforce Development Board
Noramah Burch, Workforce Services Specialist, Workforce Development Board
Alejandra Chamberlain, Youth Development Manager, Contra Costa County Office of Education
Ruth Barajas, Director, Bay Area Community Resources
Maryam Adalat, Mt. Diablo Unified District
Merl Craft, Future Build Program Manager
Gabriel Garcia, EDD WSD Regional Advisor

WORKFORCE POLICY BULLETIN (update of WPB #01-16)

DATE: July 3, 2025

TO: Contracted Service Providers

FROM: Tamia Brown, Executive Director
Workforce Development Board

SUBJECT: Revised Youth Work Experience (WEX) Policy

Background

Under WIOA section 134(c)(2)(A)(xii)(VII), an internship or work experience is defined as a planned structured, time-limited learning experience that takes place in a workplace (including a virtual/remote workplace per TEGL 09-22.) Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector.

Paid and unpaid work experiences and/or internships must include academic, occupational education and may include the following types of work experience:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities

WEX Policy

- Work Experiences may be in-person, virtual, or a hybrid. The work-experience schedule shall clearly identify which hours are which. Virtual and hybrid work-experiences must adhere to the same requirements as an in-person work-experience.
- The duration of a paid WEX activity shall be based on the needs of the participant as documented in his/her/their Individual Service Strategy (ISS)/Career Action Plan – generally 120 to 520 hours.
- A work-based learning plan and evaluation tool will be used.
- WEXs need to be linked to an occupation and career pathway that matches the participants' interests and goals

- Participants and worksite supervisors shall receive an orientation prior to the start of a paid work experience.
- Participation in a paid WEX does/shall not preclude an individual from receiving supportive services such as uniforms, work-clothing, tools, transportation assistance, childcare assistance, and other supportive services as needed.
- Payment of incentives are allowable but must be tied to the completion of measurable outcomes. **Incentives are not to take the place of wages** and may be most appropriate for completion of an academic component or learning objectives completed via short or one-time unpaid work experiences such as a job-shadow.
- The WEX must be monitored by the coordinating provider/agency at least once during the course of the activity.

Labor Laws and Internal Revenue Service Guidelines

Participants in a paid work experience activity must be paid in wages that comply with federal, state, and local minimum wage requirements.

Worksites must also adhere to other local, state, and federal labor laws. The U.S. Department of Labor and the California Department of Industrial Relations provide requirements on school attendance, wages, allowable working hours, age requirements, restrictions, employer requirements, work permits, job safety and working conditions. Providers are expected to create experiences for the participants that meet all applicable legal requirements.

Employers of Record are expected to adhere to Internal Revenue Service guidelines.

Types of Compensation

Wages: generally a payment for services rendered where an employer/employee relationship exists. This form of compensation is usually paid through a payroll systems and subject to taxes applicable to the employer of record and participants.

Stipends: A stipend is an allowable payment for participation in activities such as work-experience or classroom activities, including work-readiness or employability skills.

Incentives: payments to participants for recognition and achievement directly tied to training activities and work-experience

Work Experience Funding

If a host worksite is unable to hire the participant and serve as employer of record, WIOA funds or other special grant funds (as allowable) may be used to fund the work experience including but not limited to wages, workers compensation costs, payroll taxes, etc.

Work Experience Employee Files/Record-keeping

Providers must maintain full documentation of the work experience in the participant's case file. These documents verify that the participant is authorized to work in the U.S. and has completed the required employee paperwork. When wages are fully paid by a host worksite/employer (not subsidized with WIOA or special grant dollars), copies of the required documentation are acceptable with the understanding that the originals will be made available for review by local, State and Federal monitors as needed.

WEX Employee files should include:

- Completed, signed and verified I-9 Form with back-up documentation
- Completed, signed W4 Form
- Current work permit for participants under 18 years old
- Emergency contact information
- Copy of timesheets of all pay periods during which the client worked
- Verification that client received paychecks for all pay periods worked
- Progress Reports/Performance evaluations
- Documentation of the job title/occupation, host worksite company or organization, location, point of contact, start date, end date

WEX Expenditure Reporting

Youth Work Experience Priority – 20% Spending Requirement

WIOA and 20 CFR 681.590(a) require a minimum of 20 percent of local area Title I Youth program funds be spent on work experience. WIOA youth programs must track and report program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences.

The work experience spending requirement:

- Is not tracked separately for In-School and Out-of-School youth
- Is calculated AFTER administrative costs have been subtracted from the total amount of youth funds.

Allowable expenditures that may be counted toward the work experience expenditure requirement include:

1. Wages/stipends paid for participation in a work experience
2. Staff time working to identify and develop a work experience opportunity, including staff time spent working with directly with employers
3. Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience
4. Staff time evaluating the work experience
5. Participant work experience orientation sessions
6. Employer work experience orientation sessions
7. Classroom training or the required academic education component directly related to the work experience
8. Incentive payments directly tied to the completion of work experience; and
9. Employability skills/job readiness training to prepare youth for a work experience

Contracts and Inter-Agency Agreements may require work-experience expenditures beyond the minimum established by WIOA.

If you have questions regarding this bulletin, please contact the Workforce Development Board of Contra Costa County at 925-655-3800

Citations and References

WIOA (Public Law 113-128) Sections 3, 107, 116, 123, 128, and 129.

Title 20 CFR Part 681: Youth Activities under Title I of the WIOA

Training and Employment Guidance Letter (TEGL) 9-22 WIOA Title I Youth Formula Program Guidance (March 2023),

Title 20 CFR Section 681.100-120, 681.480, 681.600, 681.620, 681.640

Title 20 CFR Part 681: Youth Activities under Title I of the WIOA

WIOA Section 3[44], 129[c][4]

Summary of WIOA Expenditures Report for Grant Code 301

WORKFORCE POLICY BULLETIN (update of WPB #01-16)

DATE: July 3, 2025

TO: Service Providers

FROM: Tamia Brown, Executive Director
Workforce Development Board

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5. Participant work experience orientation sessions
6. Employer work experience orientation sessions
7. Classroom training or the required academic education component directly related to the work experience
8. Incentive payments directly tied to the completion of work experience; and
9. Employability skills/job readiness training to prepare youth for a work experience

Contracts and Inter-Agency Agreements may require work-experience expenditures beyond the minimum established by WIOA.

If you have questions regarding this bulletin, please contact the Workforce Development Board of Contra Costa County at 925-655-3800

Citations and References

WIOA (Public Law 113-128) Sections 3, 107, 116, 123, 128, and 129.

Title 20 CFR Part 681: Youth Activities under Title I of the WIOA

Training and Employment Guidance Letter (TEGL) 9-22 WIOA Title I Youth Formula Program Guidance (March 2023),

Title 20 CFR Section 681.100-120, 681.480, 681.600, 681.620, 681.640

Title 20 CFR Part 681: Youth Activities under Title I of the WIOA

WIOA Section 3[44], 129[c][4]

Summary of WIOA Expenditures Report for Grant Code 301



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4889

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: 2026 Youth Committee Meeting Calendar

DATE: November 19, 2025
TO: Youth Committee
FROM: Noramah Burch, Youth Program Manager
RE: **2026 WDB Youth Committee Meeting Calendar Draft**

RECOMMENDATION

That the Youth Committee approve the 2026 WDB Youth Committee Meeting Calendar.

BACKGROUND AND CURRENT SITUATION

The Workforce Development Board staff have typically worked out a calendar based on the frequency and agreed upon schedule for all meetings and revised it based on holidays. Periodically, there is a reason, including lack of a quorum and emergency actions, that have required us to deviate from that published schedule.

If approved, the WDB Youth Committee Calendar of 2026 meeting schedule would be as follows:

YOUTH COMMITTEE - (3rd Wednesday of the first month of each quarter from 12:00 pm to 1:30 pm)

- Wednesday, January 21, 2026
- Wednesday, April 15, 2026
- Wednesday, August 19, 2026 jointly with the Business and Economic Development Committee
- Wednesday, October 21, 2026

NOTE

- *Subject to change if needed*
- *Committee Meets once every Quarter*
- *No Committee Meetings for the Month of July*

For any questions, please contact Noramah Burch, Youth Program Manager
nburch@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4890

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: Youth Committee Ad Hoc Working Groups

DATE: November 19, 2025
TO: Youth Committee
FROM: LaTosha Stockholm, Administrator
RE: **Youth Committee Ad Hoc Working Groups**

BACKGROUND

Funding through Measure X has been awarded to organizations selected to deliver programming and services for youth ages 12–18 in Districts 3, 4, and 5, including a youth center site operator in District 4. This investment will establish three new Youth Centers across Contra Costa County, each offering a comprehensive range of services that support academic achievement, workforce readiness, leadership development, sports and fitness, mental health, and personal enrichment. By integrating recreation and wellness opportunities with educational and career development programming, the centers will promote both the physical and emotional well-being of youth.

These centers will serve to expand equitable access to integrated youth services and strengthen local partnerships supporting young people’s overall well-being and long-term success.

CURRENT SITUATION

The rollout of new Measure X-funded Youth Centers will occur over the next several months, with individual service providers beginning operations on a staggered timeline. Each center will serve as a local hub connecting youth to education, employment, wellness, and recreation resources.

As programs move from planning to implementation, there is a growing need for a structured forum to monitor progress, surface challenges, and promote alignment across centers to ensure equitable and effective service delivery countywide.

The creation of an Ad Hoc or Working Group would provide a collaborative mechanism for early-stage feedback and continuous learning as these centers begin to operate.

DISCUSSION

The establishment of a Youth Centers Ad Hoc/Working Group would create a focused forum for Board members and key partners to engage in regular review, dialogue, and strategic planning related to youth center operations and outcomes.

This group could function in an advisory and exploratory capacity, providing feedback and/or recommendations on issues such as:

1. Implementation Support:

- Review progress on center openings, staffing, and community engagement milestones.
- Identify barriers or challenges in program rollout and recommend responsive strategies.
- 2. Performance and Outcomes Monitoring:
 - Develop and refine metrics for evaluating youth engagement, participation, and service outcomes.
 - Review quarterly performance data and provide feedback on program effectiveness.
- 3. Stakeholder and Community Engagement:
 - Support strategies to engage youth voice in program design and evaluation.
 - Recommend opportunities for partnerships with schools, employers, and community organizations.
- 4. Sustainability and Continuous Improvement:
 - Explore long-term funding opportunities or program enhancements based on early outcomes.
 - Identify promising practices to inform future policy and investment decisions.

Membership and Structure

The Ad Hoc/Working Group could be composed of:

- Members of the Workforce Development Board's Youth Committee
- EHSD and WDBCCC staff representatives.
- Optional: youth participant advisors to ensure inclusion of lived experience.

The group would convene an interval to be determined by the Ad Hoc workgroup and staff for the first 12 months of implementation and present progress updates and recommendations to the Youth Committee.

NEXT STEPS

If the Board is supportive, staff will:

1. Draft a formal description of the group's purpose, scope, and membership.
2. Identify staff liaisons and propose a meeting schedule.
3. Return to the Youth Committee for approval of the Ad Hoc/Working Group charter at a future meeting.

For any questions, please contact LaTosha Stockholm, Administrator, Measure X Youth Centers Project Manager at 925-655-3816 or email at lstockholm@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4891

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: Youth Centers Service Contracts Update

DATE: November 19, 2025
TO: Youth Committee
FROM: LaTosha Stockholm, Administrator
RE: **Measure X Youth Centers Update**

BACKGROUND

On April 23, 2025, the Youth Committee approved issuance of award letters to organizations selected to provide programming and services to youth 12-18 under the Measure X Youth Centers Project in Districts 3, 4 and 5. Following this approval, contract negotiations with the awarded organizations have been completed and contracts are in progress.

Measure X Youth Center Services Contracts

Contractor: Ambrose Recreation and Park District

Budget: \$568,900.00

Service Districts: 5

Service Location: 3105 Willow Pass Road, Bay Point

Services Provided: Academic Support and Youth Leadership Services (community service projects, leadership development, enrichment field trips and events, environmental advocacy activities, tutoring.

Contract Term: 7/1/25-6/30/27

Contractor: Bay Area Community Resources

Budget: \$434,866.00

Service Districts: 3

Service Location: 4051 Lone Tree Way, Suite B, Antioch

Services Provided: Youth Employment and Job Readiness Services (career exploration and exposure for 12-13 yr, 14-15 yr; job readiness training for 14-15 yr; career training and individualized career coaching for 16-18 yr; paid internships for 16-18 yr.)

Contract Term: 7/1/25-6/30/27

Contractor: East Oakland Youth Development Center

Budget: \$434,419.20

Service Districts: 3

Service Location: Dozier-Libbey Medical High School, 49000 Sand Creek Rd., Antioch

Services Provided: Youth Sports and Fitness with integrated Youth Employment and Job Readiness services. All basketball. Paid internships for high school students. Using Job Training for Success curriculum.

Contract Term: 7/1/25-6/30/27

Contractor: Improve Your Tomorrow

Budget: \$434,864.00

Service Districts: 3, 5

Service Location: Black Diamond and Pittsburg High Schools, Pittsburg

Services Provided: Academic Support Services (individualized mentorship, academic tutoring and study halls, college tours, social emotional learning and leadership development, parent and family engagement).

Contract Term: 7/1/25-6/30/27

Contractor: Independent Arts & Media

Budget: \$869,732.00

Service Districts: 3, 5

Service Location: Pittsburg Library 80 Power Ave, Pittsburg and Antioch Library, 501 W. 18th Street Antioch

Services Provided: Spoken word, poetry, and music workshops by professional poets, spoken word artists, and community advocates. Restorative listening discussions to identify youth needs.

Contract Term: 7/1/25-6/30/27

Contractor: People Who Care Children Association

Budget: \$299,274.00

Service Districts: 5

Service Location: 2231 Railroad Avenue, Pittsburg

Services Provided: Introduce youth to careers in sustainability and public service. Career exploration; hands-on Green activity; career readiness; financial literacy; mental health. Outreach at Pittsburg school, Youth stipends for participation.

Contract Term: 7/1/25-6/30/27

Contractor: Community Youth Center

Budget: \$1,344,598.00

Service Districts: 4

Service Location: 1381 Galaxy Way, Concord

Services Provided: Sports and fitness, academic support, and mentorship services. Basketball fundamentals and skill development; pool cross-training, lap swim, water safety, and stroke instruction; strength and conditioning; dance classes in jazz, ballet, modern, tap, and hip hop. One-on-one mentorship, music therapy. Drop-in academic tutoring. Serve as Site Operator for District 4 Youth Center.

Contract Term: 9/1/25-8/31/27

Contractor: Making Waves Education Foundation

Budget: \$207,433.00

Service Districts: 4

Service Location: CYC, 1381 Galaxy Way, Concord

Services Provided: Career exploration program for youth 12-15, work-based learning for youth 16-18, drop-in career guidance, digital career services.

Contract Term: 9/1/25-8/31/27

Contractor: Northern California Family Center

Budget: \$1,284,598.00

Service Districts: 3, 4, 5

Service Location: CYC, 1381 Galaxy Way, Concord (subcontractors with different physical locations)

Services Provided: Mental health including therapy, counseling, crisis counseling. Medi-Cal linkage and enrollment. Substance use disorder prevention education and treatment; psychiatric assessments; prescription of psychotropic medication.

Contract Term: 7/1/25-8/31/27

Contractor: YMCA of the East Bay

Budget: \$83,398.00

Service Districts: 5

Service Location: 340 Marina Boulevard, Pittsburg

Services Provided: Youth leadership programming including understanding civic engagement, legislation, debate, critical thinking, public speaking.

Contract Term: 7/1/25-6/30/27

NEXT STEPS

A communications plan will be implemented to guide the rollout and ensure community awareness and engagement. The Board will be informed of the details of this plan once finalized. The upcoming communications plan will ensure that youth, families, and community stakeholders are aware of available services and opportunities.

For any questions, please contact LaTosha Stockholm, Administrator, Measure X Youth Centers Project Manager at 925-655-3816 or email at lstockholm@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4892

Agenda Date: 11/19/2025

Agenda #:

Advisory Board: Youth Committee

Subject: Meeting Notices and Legistar



DATE: November 19, 2025
TO: Youth Committee
FROM: Noramah Burch, Youth Program Manager
RE: **How to sign up for WDB LEGISTAR updates**

Contra Costa County is now using **LEGISTAR** as the official platform for posting upcoming WDBCCC meeting schedules and providing access to Workforce Board and Committee packets. To ensure you receive all relevant materials in a timely manner, Committee and Board members will need to subscribe to the LEGISTAR system.

Link: [CONTRA COSTA COUNTY - Meeting Calendar](https://contra-costa.legistar.com/Calendar.aspx)
<https://contra-costa.legistar.com/Calendar.aspx>

Steps to Subscribe:

1. On the landing page at the top, you will see "**Email Updates.**"
2. Enter your email address and complete the requested information.
3. Under **Subscription Topics**, select **Workforce Development Board**.



CONTRA COSTA COUNTY - Meeting x +

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COUNTY, CALIFORNIA

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Upcoming Meetings

Name	Meeting Date	Meeting Time	Meeting Location
BOARD OF SUPERVISORS	8/12/2025	9:00 AM	Administration Building 1025 Escobar Street, Martinez https://cccounty-us.zoom.us/j/89586041575 Call in: 888-278-0255 access code 843298#
FIRE PROTECTION DISTRICT	8/12/2025	1:00 PM	Administration Building 1025 Escobar Street, Martinez https://cccounty-us.zoom.us/j/89586041575 Call in: 888-278-0255 access code 843298#
Contra Costa Council on Homelessness	8/12/2025	2:00 PM	Virtual Only: https://homebaseccc.zoom.us/join/join?secret=17ZctcOCuqzITGNAB8uy-JVxgIXIKuxUWPYX
Bethel Island Municipal Advisory Council	8/12/2025	6:00 PM	3090 Ranch Lane, Bethel Island, Ca

1. After clicking submit, you're taken to a New Subscriber sign-up. Please enter and confirm your email address. You have the option of creating a password.
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