



# CONTRA COSTA COUNTY

## AGENDA

### Workforce Development Board

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Wednesday, January 21, 2026

12:00 PM

4071 Port Chicago Hwy., #200  
Federal Glover Conference Room,  
Concord

Zoom Meeting ID: 820 2920 7199

Passcode: 587633

Zoom:

[https://us06web.zoom.us/j/82029207199?](https://us06web.zoom.us/j/82029207199?pwd=6yE6pcfx7MKPBYyqGybJrZcyOvnU9j.1)

[pwd=6yE6pcfx7MKPBYyqGybJrZcyOv](https://us06web.zoom.us/j/82029207199?pwd=6yE6pcfx7MKPBYyqGybJrZcyOvnU9j.1)

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#### Youth Committee

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

12:05 CONSENT AGENDA

C1 - Approve November 19, 2025 Youth Committee Minutes

[26-193](#)

**Attachments:** [C1 - 11-19-25 Youth Committee Minutes](#)

12:10 PRESENTATION ITEM

P1 - Noramah Burch, Youth Program Manager

[26-194](#)

Workforce Development Board of Contra Costa County

WIOA Youth Committee & Youth/Young Adult Program Primer

**Attachments:** [P1 - Presenter Intro - Noramah Burch](#)

12:40 DISCUSSION ITEM

D1 - Work Experience (WEX) Policy

[26-195](#)

**Attachments:** [D1 - Work Experience Policy Discussion](#)

12:55 ACTION ITEMS

A1 - Approve Revision #2 of Youth Work Experience Policy [26-196](#)

**Attachments:** [A1 - Staff Report - WEX Policy](#)  
[A1a - DOL Paid and Unpaid Work Experience Brief](#)  
[A1b - Wex Policy Revision 2](#)  
[A1c - WPB 01-16 Youth WEX](#)

A2 - Approve Youth Centers Ad Hoc Committee [26-197](#)

**Attachments:** [A2 - Youth Committee Ad Hoc Working Groups](#)

A3 - Accept and Approve Youth Committee Co-Chair Nomination [26-198](#)

**Attachments:** [A3 - YC Co-Chair Nomination](#)

1:20 INFORMATION ITEM

I1 - Brown Act Updates [26-199](#)

**Attachments:** [I1 - Brown Act Updates](#)  
[I1a - Fact Sheet - SB 707 Meeting and Teleconference Requirements](#)

1:25 CHAIR'S REPORT & NEXT AGENDA ITEMS

1:30 ADJOURN

Future Youth Committee Meeting: Wednesday, April 15, 2026

Full Board 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

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**File #:** 26-193

**Agenda Date:** 1/21/2026

**Agenda #:**

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Advisory Board: Youth Committee

Subject: November 19, 2025 Youth Committee Minutes



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Workforce Development Board

C1

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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)

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#### Youth Committee

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

**The Youth Committee Chair called the meeting to order at 12:24 p.m.**

**Present: Mike McGill, Drew Douglass, Gina Del Carlo, Alejandra Chamberlain (proxy for Lynn Mackey), Mayling Alvarado, Vittoria Abbate (proxy for Heather Fontanilla), Alison McKee**

**Public Comment: Contra Costa County Office of Education is recognizing Homeless Awareness Month with a sock drive and asking everyone to sign their names to ribbons representing their awareness. Ribbons will be displayed at CCCOE's offices. Growth Sector's Gabe Hanzel-Sello offered an overview of our partnership via the Civil Engineering Degree Apprenticeship Pathway (CEDAP).**

12:05 PRESENTATION ITEM

P1 - Maurice Beard

International Transportation Learning Center/Transit Workforce Center

**The Transit Workforce Center offers comprehensive services to transit agencies including a train the trainer program, mentorship, career fair connections, pre-apprenticeship and apprenticeship support, recruitment campaign assistance, data dashboards, help desk, and referrals. Transit is a high growth industry with shortages of frontline workers and employment needs in a variety of positions. Youth messaging is key to recruitment, emphasizing the benefits of transit jobs and their role in supporting a functioning community.**

12:40 CONSENT AGENDA

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C1 - Approve August 20, 2025 Youth Committee Minutes

**The Youth Committee approved the August 20, 2025 Minutes as presented.**

**Motion/Second:** Alison/Vittoria

**Motion:** Passed

12:45 ACTION ITEMS

A1 - Youth Committee Slate of Officers

**Proxies are ineligible to serve as committee co-chairs. Challenges with the meeting calendar may make holding the co-chair position difficult for some proposed nominees.**

**The Youth Committee continued the item and directed staff to the Board to prepare a recommendation in consultation with the Chair to move forward to the Full Board.**

**Motion/Second:** Gina/Mayling

**Motion:** Passed

A2 - Consider Approval of Revised Work-Experience Policy

**Some members expressed concern about language in the revised WEX Policy draft. The Chair summarized policy concerns: minimizing bureaucracy and avoiding structure that prevents flexibility.**

**The Youth Committee continued this action item and tasked staff to the Board with revising the Work Experience Policy draft to reflect concerns highlighted in the discussion. This item will be brought back at the next Youth Committee meeting on Monday, January 21, 2026.**

**Motion/Second:** Mayling/Vittoria

**Motion:** Passed

A3 - 2026 Youth Committee Meeting Calendar

**The Youth Committee approved the 2026 Youth Committee meeting calendar as presented.**

**Motion/Second:** Alison/Vittoria

**Motion:** Passed

1:10 DISCUSSION ITEM

D1 - Youth Committee Ad Hoc Working Groups

**Staff proposed the Youth Committee create a Measure X Youth Center Ad Hoc Working Group to provide feedback as provider contracts execute and services begin in Districts 3, 4, and 5. At the January 21, 2026 meeting, the Youth Committee will continue this discussion about frequency of meetings, ad hoc working group member constitution, and meeting times/dates.**

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## 1:20 INFORMATIONAL ITEMS

I1 - Youth Centers Service Contracts Update

I2 - Meeting Notices and Legistar

## 1:25 CHAIR'S REPORT &amp; NEXT AGENDA ITEMS

**Director Brown invited Growth Sector's Gabe Hanzel-Sello to close the meeting with an overview of our partnership via the Civil Engineering Degree Apprenticeship Pathway (CEDAP).**

## 1:30 ADJOURN

**The meeting was adjourned at 1:31 p.m.**

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

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-194

**Agenda Date:** 1/21/2026

**Agenda #:**

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Advisory Board: Youth Committee

Subject: Accept and Approve Youth Committee Co-Chair Nominations

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**DATE:** January 21, 2026  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Youth Program Manager  
**RE:** Youth Committee and WIOA Youth/Young Adult Program Primer

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## BIOGRAPHY OF SPEAKER



### **Noramah Burch**

Youth/Young Adult Services Program Manager  
CEDAP Grant Manager

Noramah Burch, Program Manager of Youth/Young Adult Services, has 20+ years of workforce development experience spanning three different workforce boards and a diverse set of functions: Case Management; Management of Youth Programs; Management of Adult and Dislocated Worker Programs; Management Information Systems; Program Design, Development, and Implementation; Policy Analysis; System and Cross-Board Alignment with Regional Youth Program Managers; and Grant/Contract Management. She holds a Bachelor of Arts in Social Sciences from St. Andrews University; has earned professional certifications in: Neutral Facilitation, as a Global Career Development Facilitator, Myers Briggs Type Indicator (MBTI) Interpretation; and is an Executive Master of Public Administration (EMPA) candidate at Golden Gate University. As a fan of Human Centered Design, Noramah is always looking for ways to connect policy to practice and seeks innovative yet efficient strategies to improve the workforce development system.

## YOUTH COMMITTEE AND WIOA YOUTH/YOUNG ADULT PROGRAM PRIMER

This presentation provides an orientation to the WIOA Youth Program and the role of the Youth Committee within the broader workforce development system. It outlines how federal requirements, local board governance, and program operations intersect to support youth participants.

### Key Topics Covered

- Workforce Development Board and Youth Committee Roles and Governance
- Youth Program Flow and 14 WIOA Youth Elements
- Eligibility Criteria, Expenditure Requirements, and Performance Measures
- Participant Barriers and Demographics
- History of Local Board Priorities
- Work Experience and Placement Data





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-195

**Agenda Date:** 1/21/2026

**Agenda #:**

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Advisory Board: Youth Committee

Subject: Work Experience (WEX) Policy Discussion

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**DATE:** January 21, 2026  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Youth Program Manager  
**RE:** **Discussion Item: Work Experience (WEX) Policy #01-26 v.2**

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## **BACKGROUND AND CURRENT SITUATION**

On November 19, 2025, the Youth Committee reviewed Policy #01-26 v.1, our proposed Work Experience Policy. The Committee's discussion of the revised policy included:

- avoiding past challenges with some private sector placements and subsidized wages
- ensuring WEX placements align with career pathways
- balancing flexibility with guardrails
- preventing limitation of opportunities
- reducing excessive bureaucracy

## **WORK EXPERIENCE (WEX) POLICY – DISCUSSION QUESTIONS**

### **On Equity, Access, and Real-world Impact**

- How does the current policy affect access to work experience opportunities for youth with barriers to employment?
- How do we ensure that youth with barriers have the same chance to gain experience as those who can access jobs through traditional channels? How do we ensure work experience leads somewhere for youth without professional networks, rather than becoming resume line items that don't open doors?
- What strategies can we use to attract businesses that provide high-quality work experience rather than just placements?
- How do we balance exposing youth to career possibilities versus giving them immediate marketable skills?

### **On Employer Partnership**

- How do we handle the tension between giving youth meaningful work and protecting WEXs from being used as free labor?
- In what ways do we cultivate employers in growth sectors and career pathways versus placing youth in available WEXs?



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-196

**Agenda Date:** 1/21/2026

**Agenda #:**

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Advisory Board: Youth Committee

Subject: Approve Revision #2 of Youth Work Experience Policy

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**DATE:** January 21, 2026  
**TO:** Youth Committee  
**FROM:** Noramah Burch, Youth Program Manager  
**RE:** **Revised Work Experience Policy – Revision #2 (Proposed)**

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## RECOMMENDATION

That the Youth Committee approve the Revised Work Experience Policy #01-26 v.2.

## BACKGROUND AND CURRENT SITUATION

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

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

Although WIOA allows work experience to be paid or unpaid, as appropriate, the WDBCCC Youth Committee took the stance that all WIOA Youth WEXs needed to be paid. RFPs and contracts with providers reflect this.

While the existing policy meets WIOA requirements, draft updates were presented at the November 19, 2025 Youth Committee meeting that warranted further discussion.

Proposed revisions:

1. Specify that a work experience may be virtual/remote.

*Justification: The pandemic prompted the Department of Labor (DOL) to clarify that a work experience may be virtual. This revision incorporates DOL guidance and creates more opportunities for WIOA Youth.*

2. Add a reference to Internal Revenue Service (IRS) requirements.

*Justification: The addition of this information serves as a reminder that WIOA requires adherence to all laws and federal guidance. It aligns with EDD WSD17-07 WIOA Youth Program Requirements [wsd17-07.pdf](#) and [WorkforceGPS - Our Journey Together: Work Experience Activities Brief](#).*

3. Outline types of participant payments commonly found in WIOA Programs (wages, stipends, and incentives) and their most appropriate use.

*Justification: DOL and 2 CFR 200 (Uniform Guidance) both require appropriate classification of payments. The additional details in the Revised WEX policy highlight the difference between these three types of payments to WIOA participants.*

4. Clarify the distinction between programmatic policy requirements and work experience expenditure reporting.

*Justification: WIOA Work Experience falls primarily under 20 CFR Part 681 (Youth Activities). § 681.600 defines work experience as a programmatic element/service for youth. § 681.590 pertains to fiscal reporting and outlines the 20% work experience expenditure requirement.*

5. Remove additional work experience subsidy requirements for private sector host worksites.

*Justification: Removing additional restrictions for private sector work experiences expands equitable access for youth with barriers, who often lack traditional employment pathways. WIOA does not view work experience as an employer subsidy. It is a required WIOA Youth Element designed to benefit the participant. WIOA guardrails, such as Objective Assessment and alignment with occupational goals, ensure work experiences remain a purposeful, effective strategy in the development of a youth's individualized career pathway."*

Work Experience Policy Revision #2 incorporates stronger language reflecting WIOA's intent, which establishes the expectation that WEX placements support the youth's career pathway.

To inform these updates, staff conducted a comparison of Contra Costa's WEX policy with those of other East Bay workforce boards.

## **ATTACHMENTS**

- A1a** Department of Labor's Paid and Unpaid Work Experience Brief
- A1b** WEX Policy Revision 2
- A1c** WPB #01-16 Youth WEX (current)

For any questions, please contact Noramah Burch, Youth Program Manager, at [nburch@ehsd.cccounty.us](mailto:nburch@ehsd.cccounty.us).

# Paid and Unpaid Work Experience

## WIOA YOUTH PROGRAM ELEMENT

The Workforce Innovation and Opportunity Act (WIOA) Youth program includes 14 program elements, which are required to be made available in each local area. The program elements outline a vision for supporting youth and young adults through an integrated service delivery system. This brief includes related information in the Act, the regulations, and guidance for this program element.

## Workforce Innovation and Opportunity Act

**Section 129 (c)(2)(C):** paid and unpaid work experiences that have as a component academic and occupational education, which may include—

- (i) summer employment opportunities and other employment opportunities available throughout the school year;
- (ii) pre-apprenticeship programs;
- (iii) internships and job shadowing; and
- (iv) on-the-job training opportunities

## Workforce Innovation and Opportunity Act Relevant Regulations

### **§ 681.600 What are work experiences?**

- (a) 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. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Consistent with **§ 680.840 of this chapter**, funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participant with opportunities for career exploration and skill development.
- (b) Work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site.
- (c) The types of work experiences include the following categories:



- (1) Summer employment opportunities and other employment opportunities available throughout the school year;
- (2) Pre-apprenticeship programs;
- (3) Internships and job shadowing; and
- (4) On-the-job training (OJT) opportunities as defined in WIOA sec. 3(44) and in [§ 680.700 of this chapter](#).

### **§ 681.590 What is the work experience priority and how will local youth programs track the work experience priority?**

- (a) Local youth programs must expend not less than 20 percent of the funds allocated to them to provide ISY and OSY with paid and unpaid work experiences that fall under the categories listed in [§ 681.460\(a\)\(3\)](#) and further defined in [§ 681.600](#).
- (b) Local WIOA youth programs must track program funds spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting. The percentage of funds spent on work experience is calculated based on the total local area youth funds expended for work experience rather than calculated separately for ISY and OSY. Local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement.

### **§ 681.610 Does the Workforce Innovation and Opportunity Act require Local Workforce Development Boards to offer summer employment opportunities in the local youth program?**

No, WIOA does not require Local WDBs to offer summer youth employment opportunities as summer employment is no longer its own program element under WIOA. However, WIOA does require Local WDBs to offer work experience opportunities using at least 20 percent of their funding, which may include summer employment.

### **§ 681.620 How are summer employment opportunities administered?**

Summer employment opportunities are a component of the work experience program element. If youth service providers administer the work experience program element, they must be selected by the Local WDB according to the requirements of WIOA sec. 123 and [§ 681.400](#), based on criteria contained in the State Plan. However, the summer employment administrator does not need to select the employers who are providing the employment opportunities through a competitive process.

### **§ 681.480 What is a pre-apprenticeship program?**

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; [29 U.S.C. 50 et. seq.](#)) (referred to in this part as a “registered apprenticeship” or “registered apprenticeship program”) and includes the following elements:



- (a) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
- (b) Access to educational and career counseling and other supportive services, directly or indirectly;
- (c) Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- (d) Opportunities to attain at least one industry-recognized credential; and
- (e) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

## Workforce Innovation and Opportunity Act Relevant Guidance

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### TRAINING AND EMPLOYMENT GUIDANCE LETTER No. 21-16 | U.S. Department of Labor

#### **Program Element 3: Paid and unpaid work experience**

[20 CFR § 681.600](#) further defines work experience as “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. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Consistent with [§ 680.840](#) . . . , funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. Work experiences provide the youth participant with opportunities for career exploration and skill development.” Additional information on the employer/employee relationship may be found on DOL’s Wage and Hour Division website.

WIOA and [20 CFR § 681.590\(a\)](#) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in [20 CFR § 681.590\(b\)](#), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. Leveraged resources cannot be used to fulfill any part of the 20 percent minimum.

[TEGL No. 8-15](#) provides further discussion of allowable expenditures that may be counted toward the work experience expenditure requirement and articulates that program expenditures on the work experience program element can be more than just wages paid to youth in work experience. Allowable work experience expenditures include the following:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;





- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Supportive services are a separate program element and cannot be counted toward the work experience expenditure requirement even if supportive services assist the youth in participating in the work experience.

*Academic and occupational education component.* As discussed in [20 CFR § 681.600](#), work experiences must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. States and local areas have the flexibility to decide who provides the education component.

The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience.

*Categories of work experience.* WIOA identifies four categories of work experience: (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training (OJT) opportunities as defined in WIOA Section 3(44) and in [20 CFR § 680.700](#). Two of the categories, job shadowing and pre-apprenticeship, are discussed below.

Job shadowing is a work experience option where youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can be anywhere from a few hours, to a day, to a week or more.



Job shadowing is designed to increase career awareness, help model youth behavior through examples, and reinforce in the youth and young adult the link between academic classroom learning and occupational work requirements. It provides an opportunity for youth to conduct short interviews with people in their prospective professions to learn more about those fields. Job shadowing can be thought of as an expanded informational interview. By experiencing a workplace first-hand, youth can learn a great deal more about a career than through research in print publications and on the Internet.

As discussed in [20 CFR § 681.480](#), pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the National Apprenticeship Act. . . [and] referred to ... as a registered apprenticeship or registered apprenticeship program) and includes the following elements: (a) training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved; (b) access to educational and career counseling and other supportive services, directly or indirectly; (c) hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career; (d) opportunities to attain at least one industry-recognized credential; and (e) a partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

## Resources

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### Payments and Expenditures Resources

- [Tracking and Reporting of Workforce Innovation and Opportunity Act \(WIOA\) Youth Expenditures](#)
- [WorkforceGPS - Forms of Payments for WIOA Youth Program Participants](#)
- [Wage and Hour Division \(WHD\) Youth Employment Compliance Assistance Toolkit](#)
- [USDOL Wage and Hour Division - Fact Sheet on Internship Programs Under the Fair Labor Standards Act](#)

### Resources on Working with Employers, including Sample Worksite Agreements

- [Employer Engagement Resources](#)

For additional resources on the program element, please visit: [WorkforceGPS - Paid and Unpaid Work Experience](#).



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

**DATE:** July 3, 2025  
**TO:** Contracted Service Providers  
**FROM:** Tamia Brown, Executive Director  
**SUBJECT:** Revision #2 Youth Work Experience (WEX) Policy

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**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.)

Under WIOA § 681.600 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 experience and/or internships must include academic and 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 – preparation for registered apprenticeships through hands-on learning tied to real careers, opportunities to earn industry-recognized credentials, and partnership with registered apprenticeship programs while providing job-related training
- Internships and job shadowing – temporary, unpaid workplace observation providing first-hand career exploration, exposure to professional expectations
- On-the-job training (OJT) – a specific type of paid work experience in which participants are trained on the job. WIOA funds typically reimburse the employer for a portion (50%) of the participant's wages to offset the cost of training.

**WEX Policy**

- Work Experiences may be in-person, virtual, or a hybrid. The work experience schedule shall clearly identify which hours occur in each format. Virtual and hybrid work experiences must adhere to the same requirements as an in-person work experience.
- WEXs must be linked to an occupational goal and career pathway that matches the participant's interests and goals and is based on an Objective Assessment as required by WIOA.

- WEX placements will be explicitly linked to a Career Pathway as identified in the Youth's ISS
- WEX placements will be prioritized in high growth, high wage sectors as identified in the Local Plan, the Regional Plan or other publications such as an RFP, Action taken by a Workforce Development Board Committee, etc.
- The duration of a 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.
- 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 met via short or one-time unpaid work experiences such as a job shadow.
- Work Experience may be used in combination with other activities that result in payments to the Youth (Incentives, Supportive Services, Stipends for Training, OJT, etc.) Work Experience is just one of many WIOA services/activities that support a youth in achieving the goals outlined in the Youth's ISS.
- The WEX must be monitored by the coordinating provider/agency at least once during the course of the activity.

### **Prohibited Worksites and Activities for WIOA Work Experiences**

- Religious Organizations and Worship Sites: Participants cannot work in the construction, operation, or maintenance of any facility used for sectarian instruction or as a place of religious worship.
- Political and Lobbying Activities.
- Federally Illegal Businesses: Work experience cannot take place at businesses that are illegal under federal law, even if legal at the state level, such as medical or recreational marijuana.
- Labor Disputes and Strikes: WIOA funds cannot be used to fill openings created by strikes, lockouts, or labor disputes involving a work stoppage.
- Nepotism and Family Supervision: Participants are prohibited from being supervised by a family member or anyone with a direct conflict of interest.

- **Worker Displacement or Schedule Reductions:** Worksites are prohibited if the placement would result in the displacement of currently employed workers or a reduction of their current hours.

### **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 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 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 a 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.

### **~~Work Experience Subsidies~~**

~~When possible, the employer will pay the wages to the youth for the rm 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 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, including adherence to Internal Revenue Service guidelines, as applicable.

#### **Types of Compensation**

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

**Stipends:** 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

### **WEX Funding**

To maximize work experience funding that goes directly into the hands of the youth (as opposed to staff-time developing work experiences), WIOA funds shall be used to fund youth wages during work experiences, increasing the variety of opportunities for youth with barriers. In addition to wages, funds may be used for workers' compensation costs, payroll taxes, etc.

WIOA intends for WEX funding to support youth participants in accessing meaningful work-based learning opportunities. Host worksites may serve as Employer of Record and be reimbursed with WIOA funds by the Youth Provider organization. Alternatively, the Youth Provider Organization may serve as the Employer of Record and use WIOA funds to pay the WIOA Youth WEX participant directly.

These funds fulfill a WIOA Youth Element to help youth gain valuable skills and career exposure, consistent with their Individual Service Strategy and occupational goal. This approach ensures youth receive compensation while gaining valuable skills and exposure; and supports partnerships that expand career pathways.

### **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 the host worksites serve as the Employer of Record, copies of employee paperwork to substantiate the cost shall be secured prior to reimbursement with WIOA funds.

WEX Employee files should include:

- Completed, signed, and verified I-9 Form with back-up documentation
- Completed, signed W-4 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, and end date

### **On-the-Job Training Funding:**

WIOA Funds may be used to support On-the-Job Training (OJT). WIOA-funded OJTs require that the Employer directly hire the participant and provide wages and benefits at a similar rate/level as other workers who occupy like positions in the organization. WIOA funds may be used to reimburse 50% - 75% of the trainees' wages to offset employer training costs. (See Workforce Policy Bulletin WPB #04-20)

### **Co-Enrollment with Other Programs**

Nothing in this policy prevents co-enrollment of the Youth into other programs that may benefit them. WIOA Youth co-enrollment with partner programs (like Adult/Dislocated Worker, TANF, CBOs etc.) lets eligible young adults (18-24) use services from multiple programs simultaneously, maximizing resources, avoiding service duplication, and creating seamless support for better job/education outcomes. Careful tracking to align services, shared responsibilities and funding, can provide an integrated multi-funded strategy for meeting each program's unique goals for youth success in the workforce.

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*

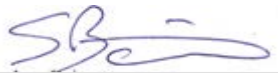


**WORKFORCE POLICY BULLETIN #01-16 - NEW**

**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.

- 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](mailto: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





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-197

**Agenda Date:** 1/21/2026

**Agenda #:**

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Advisory Board: Youth Committee

Subject: Approve Youth Centers Ad Hoc Committee

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**DATE:** January 21, 2026  
**TO:** Youth Committee  
**FROM:** LaTosha Stockholm, Administrator  
**RE:** **Youth Committee Ad Hoc Working Groups**

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**RECOMMENDATION**

That the Youth Committee approve the creation and implementation of an Ad Hoc Working Group for the Youth Centers Project.

**BACKGROUND**

Funding through Measure X has been awarded to organizations selected to deliver coordinated youth center services and programming for youth ages 12–18 in Supervisorial Districts 3, 4, and 5. A youth center site and site operator have been identified in District 4 and planning processes are underway for center sites in Districts 3 and 5. These milestones represent significant progress toward the development and implementation of youth services across Contra Costa County, as outlined in the Measure X Youth Center Implementation Plan. Offerings include a comprehensive range of services which provide academic support, mental health and substance abuse services, mentoring, music/arts/cultural programs, sports and fitness programs, youth employment and job readiness services, and youth leadership development.

**CURRENT SITUATION**

The rollout of new youth services will occur on a staggered timeline, with service delivery commencing between July 1, 2025 to April 1, 2026. Each service provider will serve as a local hub connecting youth to education, employment, wellness, and recreation resources.

The Ad Hoc/Working Group shall convene at intervals determined by the group through the first six months of implementation. The group's role shall be to review, assess, and analyze implementation progress; identify and monitor challenges; and to develop and present recommendations to the Youth Committee.

**FISCAL IMPACT**

The creation of the youth centers Ad-Hoc/Working Group would have no direct fiscal impact.

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](mailto:lstockholm@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-198

**Agenda Date:** 1/21/2026

**Agenda #:**

---

Advisory Board: Youth Committee

Subject: Accept and Approve Youth Committee Co-Chair Nomination

**DATE:** January 19, 2026  
**TO:** Youth Committee  
**FROM:** Tamia Brown, Executive Director  
**RE:** **Youth Committee Co-Chair Nomination**

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### **RECOMMENDATION**

That the Youth Committee accept and approve Steve France's nomination to Youth Committee Co-Chair and forward the recommendation to the Full Board for approval.

### **BACKGROUND AND CURRENT SITUATION**

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

#### Article VIII – Committees

1. The WDBCCC Chairperson may establish Standing Committees, Ad-hoc Committees and Task Forces as necessary and shall designate the chairpersons.
2. 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.

For any questions, please contact Tamia Brown, Executive Director at [tbrown1@ehsd.cccounty.us](mailto:tbrown1@ehsd.cccounty.us)





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-199

**Agenda Date:** 1/21/2026

**Agenda #:**

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Advisory Board: Youth Committee

Subject: Brown Act Updates

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**DATE:** July 3, 2025  
**TO:** Contracted Service Providers  
**FROM:** Tamia Brown, Executive Director  
**SUBJECT:** **Brown Act Updates**

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## **BACKGROUND**

Effective January 1, 2026, SB 707 amends the Brown Act by adding new reasons for “just cause” remote appearance. As a Brown Act-governed public body, the Committee is provided with a summary of recent updates to teleconferencing provisions, including revised procedures and guidance on remote participation as a reasonable accommodation. Contra Costa County Counsel issued a memo reviewing reasonable accommodations, procedures for requesting remote attendance as a reasonable accommodation, and remote attendance procedures.

## **ATTACHMENTS**

**I1a SB 707 Fact Sheet – Open Meetings: Meeting and Teleconference Requirements**

# Fact Sheet



November 2025

## SB 707 - Open Meetings: Meeting and Teleconference Requirements (Durazo)

Signed into Law: October 3<sup>rd</sup>, 2025

### Summary

This bill modernizes [the Brown Act](#) by:

- Expanding teleconferencing options.
- Requiring two-way remote access for the public.
- Establishing new requirements for certain "eligible legislative bodies".

### Overview

Effective July 1, 2026 through January 1, 2030, this bill updates California's open meeting laws known as the Ralph M. Brown Act.

It requires eligible legislative bodies, including city councils and county boards of supervisors in larger jurisdictions to provide two-way telephonic or audiovisual platforms for public meeting participation, with specific requirements for translation, public comment, and meeting disruption. Contra Costa County boards are required to comply with these changes.

The bill expands opportunities for remote meeting participation, including for members with caregiving needs or other justified reasons, while maintaining provisions to ensure public transparency. It allows teleconferencing under various circumstances, including emergencies and for specific types of bodies like health authorities and student organizations. SB 707 also mandates that meeting agendas be translated into languages spoken by

20% or more of the local population

**SB 707** aims to modernize public meeting access by:

- Reflecting technological changes.
- Promoting broader civic engagement.
- Providing flexibility for different types of local government bodies while maintaining the core principles of open government.

### Key Provisions:

**Mandatory two-way telephonic or audio-visual platforms** (July 1, 2026 – January 1, 2030).

**Platform Specific Requirements:** must include specific guidelines for handling translation, public comment and instances of meeting disruption.

**Language Accessibility Mandate:** Translate meeting agendas and public meeting webpages into any language spoken by 20% or more of the local population. Assistance must also be provided to individuals using personal interpreters by providing space and additional time for interpretation. The body must publicize instructions on how to request such assistance.

- According to the American Community Survey, no language other than English is spoken by 20% or more of Contra Costa County's population.

**Expands opportunities for remote meeting participation** for members of legislative bodies.

### What is the Brown Act?

The law which guarantees the public's right to attend and participate in meetings of local legislative bodies is the Ralph M. Brown Act. The Ralph M. Brown Act governs meetings conducted by local legislative bodies, such as boards of supervisors, city councils and school boards.

The purpose of the Brown Act is to facilitate public participation in local government decisions and to curb misuse of the democratic process by secret legislation by public bodies. The Act represents the Legislature's determination of how the balance should be struck between public access to meetings of multi-member public bodies on the one hand and the need for confidential candor, debate, and information gathering on the other.

The existing Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, of a local agency be open and public and that all persons be permitted to attend and participate.

## Meetings Impacted:

Any Brown Act-covered body that holds open and public meetings created by a charter, ordinance, resolution or formal action of a legislative body such as:

- Board of Supervisors
- Advisory Committees
- Standing Committees
- Multijurisdictional Regional Bodies such as Housing Authorities
- City Councils and many others

## EHSD Meetings Impacted Include:

- Advisory Council on Aging
- Advisory Council on Equal Employment Opportunity
- Contra Costa Council on Homelessness
- Economic Opportunity Council
- Family and Children's Trust Committee
- Family and Human Services Committee
- First 5 – Contra Costa Children and Families Commission
- In-Home Supportive Services Public Authority Advisory Committee
- Measure X Community Advisory Board
- Workforce Development Board (WDB)

## Sources:

- [The Brown Act: Open Meetings For Legislative Bodies \(2003\)](#)
- [the\\_brown\\_act\\_summary.pdf](#)
- [Governor Signs Senator Durazo's SB 707 to Modernize Brown Act and Expand Public Meeting Access | Senator Maria Elena Durazo](#)
- [CA SB707 | BillTrack50](#)
- [CapitolTrack v3.5](#)
- <https://www.billtrack50.com/billdetail/1842597#:~:text=These%20bodies%20must%20also%20translate,public%20meeting%20accessibility%20and%20transparency.>
- [Censusreporter.org](#), American Community Survey (ACS) table C16001 (ACS 5 year estimate).
- [Boards and Commissions | Contra Costa County, CA Official Website](#)