



CONTRA COSTA COUNTY

AGENDA

Workforce Development Board

Wednesday, April 15, 2026

12:00 PM

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

Zoom Meeting ID: 826 2457 7278

Zoom:

<https://us06web.zoom.us/j/82624577278>

Youth Committee

12:00 CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST [26-1367](#)
PUBLIC COMMENT
INTRODUCTIONS

Attachments: [Youth Committee Charter](#)

12:05 CONSENT AGENDA

C1 - Approve January 21, 2026 Youth Committee Minutes [26-1368](#)

Attachments: [C1 - 1-21-26 Youth Committee Minutes](#)

12:10 PRESENTATION ITEMS

P1 - Dr. Erica Conners, Executive Director, Bay Area [26-1369](#)
Improve Your Tomorrow
Measure X Youth Services in Districts 3 and 5 Provided by Improve
Your Tomorrow

Attachments: [P1 - Presenter Intro - Dr. Erica Conners](#)

P2 - Matt Harrison, Executive Director [26-1370](#)
Community Youth Center (CYC)
Measure X Youth Services Site Operator and Service Provider in District 4

Attachments: [P2 - Presenter Intro - Matt Harrison](#)

1:00 DISCUSSION ITEM

D1 - Contra Costa Community College District's Comprehensive Local Needs [26-1379](#)

Attachments: [D1 - Contra Costa Community College District CLNA](#)

1:15 INFORMATION ITEM

I1 - Measure X Youth Centers Update [26-1372](#)

Attachments: [I1 - Measure X Youth Centers Update](#)
[I1a - Measure X Youth Centers Fact Sheet](#)

1:25 CHAIR'S REPORT & NEXT AGENDA ITEMS

1:30 ADJOURN

Future Youth Committee Meeting: Wednesday, August 19, 2026

Full Board Meeting: Wednesday, June 17, 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.

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1367
12:00

Agenda Date: 4/15/2026

Agenda #:

Advisory Board: Youth Committee
Subject: Youth Committee Charter

Workforce Development Board (WDB) of Contra Costa County Youth Committee Charter

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Youth Committee is to increase the number of youth and young adults aged 16-24 who are well-prepared for post-secondary vocational training, further education, and/or a career, with an emphasis on serving the most vulnerable and underserved populations, as well as those from low-income communities.
Case for Action	<p>The WDBCCC's vision is to support a network that fosters dynamic education systems, high-performing businesses, and a thriving local economy with an abundance of high-quality jobs and skilled workers to fill them. Our mission is to promote a workforce development system that meets the needs of businesses, job seekers, and workers, to support a strong and vibrant economy in Contra Costa County. As we advance our work toward realizing our vision, several key factors drive our work:</p> <ul style="list-style-type: none"> ● Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill to compete for them. ● The employment gap is widening between those with higher levels of education and credentials and those who lack them. ● Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation. ● The emerging workforce does not have the education and skill sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and ● The difference between supply and demand indicates that there is a "skills gap" between what most emerging workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.
Requirements	<p>The WDB Youth Committee will:</p> <ul style="list-style-type: none"> ● Work with partners to develop systems that effectively engage employers in career development and work-based learning opportunities for youth and young adults to learn about, explore, and prepare for careers. ● Strengthening collaborations between the local workforce system and other programs and systems that seek to help youth with significant barriers to employment. ● Develop and implement strategies to direct Workforce Innovation and Opportunity Act (WIOA) and other resources to serve youth and young adults most in need and support their success. ● Collaborate with and support career-focused strategies at high schools and community colleges, particularly those aligned with WDB priority industry sectors. ● Work with partners to increase opportunities for high school graduates, dropouts, and disconnected youth to transition into postsecondary education, training, and careers. and ● Work with Community Colleges, Apprenticeship Programs, Trade Schools, and others to offer more opportunities for disconnected youth to achieve success.
Boundaries / Guidelines	The Youth Committee advises and influences the direction and implementation of youth services strategies as outlined by the WDB Strategic Plan.
Team Membership	<p>The Youth Committee brings together leaders from business, economic development, education, labor, community-based organizations, youth/young adults, and the public sector. The Youth Committee chair(s) are members of the WDB Executive Committee, and some members of the Youth Committee hold a seat on the Workforce Development Board. Other Youth Committee members are recruited and engaged to represent a particular perspective or constituency. The Youth Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the Youth Committee also draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to conduct specific activities.</p>
Timing	The work of the Youth Committee is aligned with the timeline for the WDB's Strategic Plan.
Resources	The WDB and the Youth Committee provide and/or support convening and networking functions that draw together a broad spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
Review Process	The Youth Committee monitors and reports its progress at regular committee meetings, the WDB Executive Committee, and full WDB member meetings as appropriate. Progress against the WDB Strategic Plan is reviewed at regular intervals, as determined by the WDB and any relevant governing authorities at the local, state, and/or federal levels.



CONTRA COSTA COUNTY

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Staff Report

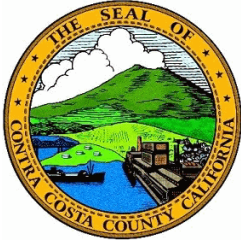
File #: 26-1368

Agenda Date: 4/15/2026

Agenda #:

Advisory Board: Youth Committee

Subject: Approve January 21, 2026 Youth Committee Minutes



CONTRA COSTA COUNTY

Committee Meeting Minutes

Workforce Development Board

C1

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=6yE6pcfx7MKPBYYqGybJrZcyOvnU9j.1](https://us06web.zoom.us/j/82029207199?pwd=6yE6pcfx7MKPBYYqGybJrZcyOvnU9j.1)

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 12:06 p.m.

Present: Mike McGill, Gina Del Carlo, Lynn Mackey, Mayling Alvarado, Bill Mahoney

No public comment.

12:05 CONSENT AGENDA

C1 - Approve November 19, 2025 Youth Committee Minutes

The Youth Committee approved the November 19, 2025 Minutes as presented.

Motion/Second: Lynn/Gina

Motion: Passed

12:10 PRESENTATION ITEM

P1 - Noramah Burch, Youth Program Manager

Workforce Development Board of Contra Costa County

WIOA Youth Committee & Youth/Young Adult Program Primer

Noramah Burch presented an overview of the WIOA Youth Program flow from intake to follow-up. To provide further context to the committee's discussion of work experiences, the presentation reviewed out-of-school vs. in-school eligibility and programmatic and fiscal definitions of WEX. Within that framework, Noramah provided an overview of WDBCCC's WIOA Youth WEX data: participant demographics and employment barriers, WEX expenditures including the proportion of participant wages, and WEX placements including employer type and priority

sector representation.

12:40 DISCUSSION ITEM

D1 - Work Experience (WEX) Policy

The Youth Committee discussed how the WEX data emphasizes Youth providers' commitment to aligning WEXs with participants' career goals. They concurred that the second revision was strong, expressing how the justifications outlined in the staff report supported the policy change as written.

12:55 ACTION ITEMS

A1 - Approve Revision #2 of Youth Work Experience Policy

The Youth Committee accepted the Youth WEX policy as written.

Motion/Second: Gina/Bill**Motion: Passed**

A2 - Approve Youth Centers Ad Hoc Committee

The Youth Committee approved the creation of a Measure X Youth Centers Ad Hoc Committee to provide guidance during implementation, including identifying, assessing, and monitoring challenges.

Motion/Second: Lynn/Mayling**Motion: Passed**

A3 - Accept and Approve Youth Committee Co-Chair Nomination

The Youth Committee approved and accepted Steve France's nomination to Youth Committee Co-Chair.

Motion/Second: Mike/Lynn**Motion: Passed**

1:20 INFORMATION ITEM

I1 - Brown Act Updates

1:25 CHAIR'S REPORT & NEXT AGENDA ITEMS

1:30 ADJOURN

The meeting was adjourned at 1:07 p.m.

Future Youth Committee Meeting: Wednesday, April 15, 2026

Full Board Meeting: Wednesday, March 18, 2026

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Staff Report

File #: 26-1369

Agenda Date: 4/15/2026

Agenda #:

Advisory Board: Youth Committee

Subject: Measure X Youth Services Provider Presentation: Academic Support in D3 and D5

Presenter: Dr. Erica Conners, Executive Director, Bay Area, Improve Your Tomorrow

DATE: April 15, 2026
TO: Youth Committee
FROM: Dr. Erica Conners, Executive Director, Bay Area, Improve Your Tomorrow
RE: **Measure X Youth Services in Districts 3 and 5 Provided by Improve Your Tomorrow**

BIOGRAPHY OF SPEAKER



Dr. Erica Conners
 Executive Director, Bay Area
 Improve Your Tomorrow

Dr. Erica Conners is the Executive Director of Improve Your Tomorrow’s (IYT’s) Bay Area Region, where she leads initiatives to expand college access, mentorship, and leadership development for young men of color. A proud product of Oakland, Dr. Conners understands systemic and environmental challenges negatively impacting youth, especially in single-parent homes in urban settings. Inspired by community members who supported her journey, she is committed to making a positive difference and disrupting the school-to-prison pipeline in under-resourced communities.

A first-generation college graduate, Dr. Conners has dedicated her career to underserved populations—creating pathways to long-term success through college readiness and advocacy, particularly for youth impacted by the foster care system. As Aila Malik, Founder and Co-Principal of Venture Leadership Collective, notes, “Dr. Conners exemplifies what it means to be a Change Champion—a dynamic leader advancing equity and justice, committed to making a lasting difference in the lives of young people.” Dr. Conners holds a PhD in Clinical Psychology and an MBA from the University of Rhode Island, along with MAs in Psychology in Education and Organizational Psychology from Columbia University.

As Executive Director, she guides the continued growth of IYT’s programs and partnerships, strengthening a college-bound brotherhood and expanding opportunities for the next generation. Reflecting on her leadership, she shares, “I am deeply honored to serve in this role. Our mission to empower young men of color is more important than ever, and I look forward to working alongside our team and community partners to create lasting change.” Outside of her professional work, Dr. Conners enjoys attending music events, traveling, and engaging in civic efforts that support youth advocacy and social justice.

IMPROVE YOUR TOMORROW’S MEASURE X YOUTH SERVICES IN DISTRICTS 3 AND 5

Key Topics Covered

- Measure X Youth Services, academic support
- College Academy program



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
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Staff Report

File #: 26-1370

Agenda Date: 4/15/2026

Agenda #:

Advisory Board: Youth Committee

Subject: Measure X Youth Services Presentation: Mentoring, Sports & Fitness, Academic Support, and Site Operator in D4

Presenter: Matt Harrison, Executive Director, Community Youth Center (CYC)



DATE: April 15, 2026
TO: Youth Committee
FROM: Matt Harrison, Executive Director, Community Youth Center (CYC)
RE: **Measure X Youth Services Site Operator and Service Provider in District 4**

BIOGRAPHY OF SPEAKER



Matt Harrison
Executive Director
Community Youth Center

Matt Harrison serves as the Executive Director of Concord based Community Youth Center (CYC), where he leads a bold vision to expand opportunity and access for young people across the East Bay. Since 2020, he has driven transformative growth—expanding membership from 1,400 to over 2,500 youth and leading a

major campus expansion from 37,000 to 75,000 square feet, including a newly renovated facility and addition of a pool.

A Bay Area native, Matt’s journey began at the University of Colorado, where he earned his degree in History while participating in the Marine Option NROTC program. He was commissioned as a Second Lieutenant in the United States Marine Corps and served in multiple leadership roles, including platoon commander and executive officer.

After his military service, Matt spent 15 years shaping young adults as a teacher and coach at De La Salle High School. Today, he brings that same passion for mentorship, discipline, and growth to his work at CYC— remaining deeply committed to developing leaders across the East Bay community empowering the next generation.

MX YOUTH SERVICES IN DISTRICT 4

Key Topics Covered

- MX Youth Center Site Operator for District 4
- MX Youth Services: mentoring, sports and fitness, academic support
- CYC Measure X capital improvements, new location, and other offerings



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1379

Agenda Date: 4/15/2026

Agenda #:

Advisory Board: Youth Committee

Subject: Contra Costa Community College District's Comprehensive Local Needs Assessment

Presenter: Drew Douglass, Senior Dean of Workforce and Economic Development, Contra Costa
Community College District

DATE: April 15, 2026
TO: Youth Committee
FROM: Noramah Burch, Youth Program Manager
RE: **Contra Costa Community College District’s Comprehensive Local Needs Assessment**

BIOGRAPHY OF SPEAKER



Drew Douglass, MPA, is the Senior Dean of Workforce and Economic Development for the Contra Costa Community College District. Drew is a driven leader in Workforce Development in the San Francisco Bay Area with over 25 years of experience in workforce development in non-profit, government, higher education, social enterprise, and consulting arenas. Drew has experience in grant writing, including research, narrative preparation, and budget development from multiple sources, including federal, state, county, city, foundation, and unrestricted funds. Drew was formerly honored as a Marano Fellow of the Aspen Institute’s Sector Skills Academy. Throughout his decades of work, his singular career drive is to provide underserved populations to improved access to career

lattice opportunities to living wage employment opportunities. Drew believes that mentorship and work-based learning are transformative, as he himself is a product of an internship that ultimately led him to workforce development, which is what he was meant to do.

CURRENT SITUATION

The Contra Costa Community College District (4CD) is conducting its federally required Comprehensive Local Needs Assessment (CLNA) for the 2026–27 Perkins V cycle. As part of this process, 4CD is gathering input from regional partners to ensure that our career education programs remain aligned with local workforce priorities and the needs of job seekers in Contra Costa County. This brief overview will share the required CLNA stakeholder items and invite feedback from the Youth Committee to help inform districtwide planning.

For any questions, please contact Noramah Burch, Youth Program Manager at 925-655-3811 or email at nburch@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1372

Agenda Date: 4/15/2026

Agenda #:

Advisory Board: Youth Committee

Subject: Measure X Youth Centers Update

DATE: April 15 , 2026
TO: Youth Committee
FROM: LaTosha Stockholm, Administrator
RE: **Measure X Youth Centers Update**

BACKGROUND

The Measure X Youth Centers Project is a countywide initiative to expand access to youth enrichment and support opportunities for youth ages 12–18 in Supervisorial Districts 3, 4, and 5. The initiative focuses on providing safe, welcoming, and youth-centered spaces where young people can engage in positive activities that support academic success, wellness, leadership development, and career readiness through a coordinated network of community partners.

CURRENT SITUATION

Most Measure X Youth Services are now active across Supervisorial Districts 3, 4, and 5 following a phased rollout that began in July 2025. In Districts 3 and 5 services are currently delivered through schools, libraries, and community-based locations. The Community Youth Center (CYC) serves as the fully operational Youth Center for District 4 and is open as a centralized location where youth can access a coordinated range of Measure X activities and supports. While designated physical Youth Center locations in Districts 3 and 5 are still in development, Youth who reside in Contra Costa County may participate in all available activities at designated locations, including CYC. Planning and development of dedicated physical Youth Center locations in Districts 3 and 5 remain underway.

NEXT STEPS

Staff are coordinating with County communications and marketing teams to support broad awareness of Youth Center activities across Districts 3, 4, and 5. Outreach will include social media, website updates, and coordination with community partners, schools, and local networks to ensure young people, their families and key stakeholders are informed.

Additionally, an Ad Hoc Working Group for the Youth Centers Project, previously approved by this Committee, is expected to convene April 27, 2026 to review implementation progress, identify challenges and opportunities, and provide recommendations to support continued program effectiveness. If you would like to volunteer to participate in the Ad Hoc Working Group, please reach out to LaTosha Stockholm, Administrator, by April 22, 2026.

On March 18, Workforce Development Board staff toured the Community Youth Center (CYC) facility with Executive Director Matt Harrison. Staff visited sports and fitness classes and viewed capital projects aimed at service expansion, including academic support space used by both CYC and Making Waves to provide Measure X-funded youth services. As Measure X Youth Centers and Services are implemented,

the Workforce Development Board (WDB) can coordinate tours for Youth Committee members, beginning with CYC in District 4.

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

ATTACHMENTS

11a Measure X Youth Services Fact Sheet



Contra Costa County: Measure X Youth Services



Empowering the Next Generation of Contra Costa County

Discover safe, inspiring, and welcoming spaces for Contra Costa County youth to connect, create, and grow.

Youth Opportunities

These activities provide welcoming spaces for youth ages 12-18 to explore their interests and find support. Whether you want to play basketball, express yourself through music, get help with school, or find your first job, youth activities are designed for you.

Accessible to All: Most activities are offered at **NO COST** to ensure every young person in our community has a place to thrive.

A Place to Belong: Activities support every aspect of a young person's life, from staying active and healthy to finding a creative outlet and a safe place to talk.

Community-Powered: We partner with trusted local organizations across the county to ensure that every young person has a strong support system.

Activities	What's Offered
Sports & Fitness	Keep your body moving with activities such as basketball, dance classes, and swimming/water safety.
Music, Art & Culture	Express yourself through creative outlets like music therapy, spoken word workshops, and poetry sessions.
Academic Support	Receive the assistance you need to succeed with services like drop-in tutoring, study halls, and guidance for transitioning to high school or college.
Mental Health & Wellness	Access safe and confidential spaces for counseling, therapy, and crisis support from trusted professionals.
Youth Employment & Job Readiness	Prepare for your future with career coaching, digital skills training, and paid internship opportunities.
Mentoring & Leadership	Build confidence through one-on-one mentoring, community service projects, and workshops on public speaking and civic engagement.

Scan To Visit
Our Website



Contra Costa County: Measure X Youth Services

Get Started

Activities are provided by our community partners. For ALL inquiries, youth and families should contact the provider in their area.

Provider	Activities	City	Contact Information
Ambrose Recreation & Park District	Academic Support Leadership	Bay Point	(925) 458-1601
Bay Area Community Resources	Youth Employment & Job Readiness	Antioch	(628) 255-7881
Community Youth Center	Sports & Fitness Academic Support Mentoring	Concord	(925) 671-7070
Improve Your Tomorrow	Academic Support	Brentwood Oakley Pittsburg	(510) 542-2129
Independent Arts & Media (ARTSCCC)	Music, Art, & Culture	Antioch Brentwood Pittsburg	info@artsgccc.com
Making Waves Education Foundation	Youth Employment & Job Readiness	Concord	(510) 609-6933
People Who Care Children Association	Youth Employment & Job Readiness Mental Health & Wellness	Pittsburg	(925) 664-9070
YMCA of the East Bay	Leadership	Pittsburg	yghelp@ymcaeastbay.org

Youth services are funded by a half-cent sales tax approved under Measure X, with funding allocations determined by the Contra Costa County Board of Supervisors. Workforce Development Board of Contra Costa County provides project oversight, with all programs being operated by community-based providers. For more information, please contact the providers directly.



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