



CONTRA COSTA COUNTY

AGENDA

Workforce Development Board

Wednesday, August 19, 2026

12:00 PM

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

Zoom Meeting ID: 831 0968 3534

Passcode: 661832

Zoom:

[https://us06web.zoom.us/j/83109683534?
pwd=EWorbzssP7QlPjHhF6HvrtI4rtfDp
o.1](https://us06web.zoom.us/j/83109683534?pwd=EWorbzssP7QlPjHhF6HvrtI4rtfDpo.1)

Business and Economic Development Committee & Youth Committee

12:00 CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF [26-3532](#)
INTEREST
PUBLIC COMMENT
INTRODUCTIONS

Attachments: [Youth and BED Committee Charters](#)

12:05 CONSENT AGENDA

C1 - Approve April 22, 2026 Youth Committee Minutes [26-3533](#)

Attachments: [C1 - Youth Committee Minutes 4-15-26](#)

C2 - Approve May 20, 2026 Business and Economic Development Committee [26-3534](#)
Minutes

Attachments: [C2 - Minutes BED Committee Meeting 5-20-26](#)

12:15 PRESENTATION ITEM

P1 - Jenny Balisle [26-3535](#)
Independent Arts and Media
Measure X Youth Services

Attachments: [P1 - Presenter Intro - Independent Arts and Media](#)

P2 - Jennifer Xu [26-3536](#)
AI Roboto Edu
Emerging Career Pathways

Attachments: [P2 - Presenter Intro - Jennifer Xu](#)

1:00 ACTION ITEMS

A1 - Consider Youth Committee Membership Applications [26-3537](#)

Attachments: [A1 - Youth Committee Membership Applications](#)

[A1a - Yura Yang](#)

[A1b - Alejandra Chamberlain](#)

1:15 INFORMATION ITEMS

I1 - Measure X Performance Report - Youth Center Services [26-3538](#)

Attachments: [I1 - Measure X Youth Centers Update August 19](#)

[I1a Measure X Youth Center FY 2025 Performance Graphs](#)

I2 - Business Services PY 25-26 Report [26-3539](#)

Attachments: [I2 - Business Services Dashboard](#)

I3 - WIOA Youth Draft Performance PY 25-26 [26-3540](#)

Attachments: [I3 - WIOA Youth Draft Performance PY 25-26](#)

1:25 CHAIRS' REPORTS & NEXT AGENDA ITEMS

1:30 ADJOURN

Future Youth Committee Meeting: Wednesday, October 21, 2026

Future BED Committee Meeting: Wednesday, November 18, 2026

Full Board Meeting: Wednesday, September 16, 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 #: 26-3532
12:00

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth and BED Committees
Subject: Youth and BED Committee Charters

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	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: • 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	The WDB Youth Committee will: • 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	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. 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.
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.

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

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the Business & Economic Development (BED) Committee is to meet the workforce needs of high-demand sectors of the local and regional economies.
Case for Action	As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work: • Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order 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 incoming 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 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	The BED Committee will: • Analyze and understand trends in order to respond to business needs • Bring industry and education together to address workforce needs in priority sectors • Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors • Work with WDB partners to develop an array of innovative workforce services supports • Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities
Boundaries / Guidelines	The BED Committee advises and influences the direction and implementation of business services strategies as outlined the WDB 2021-2024 Strategic Plan, including playing an advisory role to the Contra Costa Small Business Development Center (SBDC).
Team Membership	The BED Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The BED Committee co-chairs are members of the WDB Executive Committee and all members of the BED Committee hold a seat on the Workforce Development Board. The BED Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County. The WDB and the BED committee often 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 do work.
Timing	The work of the BED Committee is aligned with the timeline of the WDB's 2021-2024 Strategic Plan.
Resources	The WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide 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 WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide 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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3533

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth Committee

Subject: April 22, 2026 Youth Committee Minutes



CONTRA COSTA COUNTY

Committee Meeting Minutes

Workforce Development Board

C1

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
0 PUBLIC COMMENT
INTRODUCTIONS

The meeting was called to order at 12:05 PM.

Present: Mike McGill, Steven France, Drew Douglass, Gina Del Carlo, Mayling Alvarado, Bill Mahoney, Elaine Alvite

12:05 CONSENT AGENDA

C1 - Approve January 21, 2026 Youth Committee Minutes

The Youth Committee approved the January 21, 2026 Minutes as presented.

Motion/Second: Gina/Mayling

Motion: Passed

12:10 PRESENTATION ITEMS

P1 - Dr. Erica Conners, Executive Director, Bay Area

Improve Your Tomorrow

Measure X Youth Services in Districts 3 and 5 Provided by Improve Your Tomorrow

Dr. Erica Conners, Executive Director for the Bay Area region of Improve Your Tomorrow (IYT), presented on Measure X-funded youth center services IYT's mission is to increase the number of young men of color attending and graduating from colleges. Their Measure X-funded services provide support to youth of all genders. IYT offers mentorship, college readiness skills development, academic support, college tours, and other crucial support to help young people. IYT works in partnership with local schools.

P2 - Matt Harrison, Executive Director
Community Youth Center (CYC)

Measure X Youth Services Site Operator and Service Provider in District 4

Matt Harrison, Executive Director of Community Youth Center (CYC), discussed CYC's role as the Measure X Youth Center site operator for District 4. CYC offers sports and fitness, academic services, and mentoring to youth. While CYC serves youth ages 3-8, Measure X-funded services focus on youth ages 12-18. They offer 14 different athletics programs including basketball, strength and conditioning, and swimming. Earn and Learn provides college and career counseling on site. Northern California Family Center will provide free counseling services at CYC.

1:00 DISCUSSION ITEM

D1 - Contra Costa Community College District's Comprehensive Local Needs

Drew Douglass solicited feedback for Contra Costa Community College District's Perkins Comprehensive Local Needs Assessment (CLNA). Federal Perkins Grant funding mandates colleges applying for Career and Technical Education (CTE) funding to complete a CLNA. Assessing local needs also ensures Contra Costa Community College District's career education programs stay connected to regional needs.

1:15 INFORMATION ITEM

I1 - Measure X Youth Centers Update

1:25 CHAIR'S REPORT & NEXT AGENDA ITEMS

1:30 ADJOURN

The meeting was adjourned at 12:31PM.

Future Youth Committee Meeting: Wednesday, August 19, 2026

Full Board Meeting: Wednesday, June 17, 2026

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Staff Report

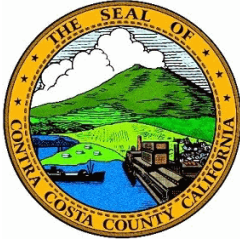
File #: 26-3534

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Business and Economic Development Committee

Subject: Approve May 20, 2026 Business and Economic Development Committee Minutes



CONTRA COSTA COUNTY

Committee Meeting Minutes

Workforce Development Board

Wednesday, May 20, 2026

12:00 PM

4071 Port Chicago Hwy., #200

Federal Glover Conference Room, Concord

Zoom Meeting ID: 831 0968 3534 Passcode:

661832

Zoom: <https://us06web.zoom.us/j/83109683534>

Business & Economic Development Committee

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

The BED Committee Chair called the meeting to order at 12:06 p.m.

Present: Nichol Carranza, Kelly Schelin, Terry Curley, Patience Ofodu, Terrence Cole

12:10 PRESENTATION ITEM

P1 - Brand Intelligence and Market Penetration Playbook

Full Capacity Marketing, Inc.

Celina Shands, M.S., CEA/Founder and Emma Kesner, Managing Director

CEO and Founder Celina Shands and Managing Director Emma Kessner of Full Capacity Marketing presented a brand sentiment analysis of the Workforce Development Board of Contra Costa County (WDBCCC). FCM's methodology focused on brand equity and positioning, integrated digital footprint, and deep dives into WDBCCC initiatives, emphasizing the strengths of value-driven storytelling.

12:40 CONSENT AGENDA

C1 - Approve February 18, 2026 Business & Economic Development Minutes

The Business and Economic Development Committee approved the February 18, 2026 Minutes as presented.

Motion/Second: Patience/Kelly

Motion: Passed

12:50 INFORMATION ITEMS

II - Rapid Response Services Report

I2 - Business Services 2026 Outreach Events

1:20 ANNOUNCEMENTS AND NEXT AGENDA ITEMS

1:30 ADJOURN

The meeting was adjourned at 1:18 p.m.

Upcoming Meetings: August 19, 2026, 12:00 pm - 1:30 pm
November 18, 2026, 12:00 pm - 1:30 pm

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3535

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth and BED Committees

Subject: Measure X Youth Services Presentation

Presenter: Independent Arts and Media

DATE: August 19, 2026
TO: Youth Committee & BED Committee
FROM: LaTosha Stockholm, Administrator
RE: ARTSCCC Measure X Youth Services

BIOGRAPHY OF SPEAKERS

Jeremy Phillips

Youth Arts Connection Lead Workshop Artist & Facilitator
ARTSCCC



Growing up in Oakland, California, Jeremy Phillips brings over 16 years of experience working with the youth, graduating from California State University, East Bay, with a B.S. degree in Recreation, and a concentration in Youth Development Programming. He has received awards from mayors to representatives including Senator Nancy Skinner for his exceptional work with Bay Area youth. Jeremy is highly motivated with a proven record of generating and building relationships, supervising, and managing projects from concept to completion, designing educational strategies, and coaching youth to success. Jeremy Phillips has dedicated his life to helping youth and giving back. As a former troubled youth himself, he has a unique perspective on understanding and connecting with young people. Being seen as a mentor and role model for young people is an honor beyond his

wildest dreams. He is the Youth Arts Connection Lead Workshop Artist & Facilitator and Poetry Out Loud coach for ARTSCCC (Arts Contra Costa County).

Website: www.stu212music.org

Instagram: @stu212music

José Córdón

Youth Arts Connection Lead Workshop Artist & Facilitator
ARTSCCC



Entrepreneur and poetic artist José Córdón, known as CordonConcepts, is a sought after spoken word poet, Antioch's Poet Laureate, and founder of Grassroots Poetry. His upbringing in a church-going immigrant home taught him the value of faith, work ethic, and service. In that spirit, Cordon has helped develop and launch 2 art and culture programs in Contra Costa County along with his own nonprofit. His captivating poetry has been viewed millions of times across social media and has been shared with the US Treasury, Google, and several universities and organizations nationwide. He's been featured in billboard campaigns, documentaries, and in an award-winning short film. Cordon combines his experience as a community organizer and son of immigrants to deliver original, moving,

and educational poems that are changing the way people think about poetry. His poetry can be found on social media, YouTube, and music streaming platforms. He is the Youth Arts Connection Lead Workshop Artist & Facilitator and Poetry Out Loud coach for ARTSCCC (Arts Contra Costa County).

Instagram: @cordonconcepts

Jenny Balisle

Executive Director
ARTSCCC



Artist for over twenty years, her artworks have exhibited from local to international venues. Balisle was the Richmond Arts & Culture Commission Chair, Public Art Advisory Committee Chair., and Arts & Culture Commission of Contra Costa County Managing Director. She is the Executive Director of ARTSCCC (Arts Contra Costa County).

Jenny E. Balisle earned a B.A. in Art and Communication from the University of Wisconsin-Stevens Point and a M.F.A. from the Academy of Art College in San Francisco. Exhibits include the de Young Museum Artist-in-Residence, Orange County Center for Contemporary Art, Chicago

Cultural Center, Korean Cultural Center, Harvard University, Farmington Museum, Museu Brasileiro São Paulo, and Shanghai Oil Painting & Sculpture Institute Art Museum.

Her work has been featured in such publications as *The Huffington Post*, *WOMENCINEMAKERS*, *A5 Magazine*, *ZYZZYVA*, *The Drum Literary Magazine*, and *Sculptural Pursuits Magazine*. Public art includes *The Cube Art Project*, *Hearts in San Francisco*, and *South San Francisco Utility Box Mural Project*.

Balisle works as an artist, administrator, curator, and advocate.

Website: www.jennyebalisle.com

Esther Rojas Soto

Program, Marketing & Community Outreach Manager
ARTSCCC



Esther is a Bay Area ceramic artist and arts administrator based in Richmond, California. Primarily a ceramic artist, she incorporates her STEM education into her multidisciplinary creative practice. Her work has been exhibited across the state, including at the Village Theatre Art Gallery, the California Conference for the Advancement of Ceramic Arts, the June Steingart Gallery, and the Palo Alto Art Center. In her role as Program, Marketing & Community Outreach Manager at the Arts & Culture Commission of Contra Costa County (ARTSCCC), Esther leverages a multifaceted background spanning sales, curation, media management/archiving, and publishing. She curates *Art Passages* quarterly exhibitions, assists the *Poetry Series Program* workshops led by artist CieraJevae Gordon at John A. Davis Juvenile Hall, and supports overall program administration. Driven by a commitment to social justice and arts advocacy, Esther works to expand community access to the transformative, healing power of the arts.

Instagram: @milagroelbarro

Key Topics Covered by ARTSCCC

- Districts 3 and 5 Measure X Youth Services
- Spoken word, poetry, music, and artistic workshops serving youth ages 12-18



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3536

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth and BED Committees

Subject: AI Roboto Edu Presentation

Presenter: Jennifer Xu, Founder and CEO

DATE: August 19, 2026
TO: Youth Committee & BED Committee
FROM: Anisa Smith, CCWORKS Program Manager
RE: **Emerging Career Pathways and AI Roboto Edu**

BIOGRAPHY OF SPEAKER

Jennifer Xu

Founder and CEO

Launch Institute of Technology (LIT)



Jennifer is the Founder and CEO of Launch Institute of Technology (LIT), where she leads the development of workforce training programs in artificial intelligence, robotics, electric vehicles, and other fast-growing industries. She works closely with industry, government, and education partners to bridge the gap between emerging technologies and workforce development. Her focus is on building employer-driven training programs, expanding public-private partnerships, and creating career pathways that prepare individuals for high-demand technical careers while supporting U.S. manufacturing and innovation."

Key Topics Covered

- Emerging career pathways in high-growth technology sectors
- Certifications



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3537

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth Committee

Subject: Youth Committee Membership Applications

DATE: August 19, 2026
TO: Youth Committee
FROM: Noramah Burch, WIOA Youth and Young Adult Program Manager
RE: **Consider Youth Committee Membership Applications**

RECOMMENDATION

That the Committee consider two Youth Committee membership applications.

BACKGROUND

The Workforce Development Board of Contra Costa has established Standing committees to provide information and assist the Local WDB in carrying out its responsibilities under the Workforce Innovation and Opportunity Act. Standing committee members must include individuals who are not members of the Local WDB and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the Local WDB.

The standing committees expand opportunities for stakeholders to participate in Local WDB decision-making, particularly for representatives of organizations that do not sit on the Local WDB but have a stake in the success of Local WDB decisions. Such committees also expand the capacity of the Local WDB in meeting required functions. For this reason, it is important to appoint non-Board Members to the standing committees.

ATTACHMENTS

- A1a** Yura Yang Application
- A1b** Alejandra Chamberlain Application

For any questions, please contact Noramah Burch at 925-655-381 or email at nburch@ehsd.cccounty.us

Contra Costa County Workforce Development Board Youth Committee Membership Application

A1a

Committee Member Contact Information

Organization/Company

Title/Position

First Name

Last Name

Street Address

City

State

Zip Code

Phone Number

E-mail

Board Questions

What is your interest in serving as a youth committee member and your anticipated contribution to the committee?

Response

I am interested in serving as a Youth Committee member because I am committed to helping youth build career pathways and overcome barriers to employment. In my role with the California Employment Development Department, I work closely with workforce programs and partners, giving me insight into youth employment needs. I would contribute by bringing a state-level perspective, sharing best practices, and strengthening coordination between agencies. I am

I am interested in serving as a Youth Committee member because I am committed to helping youth build career pathways and overcome barriers to employment. In my role with the California Employment Development Department, I work closely with workforce programs and partners, giving me insight into youth employment needs. I would contribute by bringing a state-level perspective, sharing best practices, and strengthening coordination between agencies. I am committed to supporting practical solutions that connect youth to employment, education, and training opportunities..

Yura Yang

PROFESSIONAL EXPERIENCE

Employment Program Manager I (EPM I) | Employment Development Department (EDD) | 07/2025 - Present

- Manage daily operations of workforce programs, ensuring compliance with federal, state, and departmental policies.
- Supervise staff by assigning work, monitoring performance, providing coaching, and supporting training and development.
- Coordinate program scheduling and workflow across teams to ensure timely service delivery.
- Utilize systems such as SharePoint, ServiceNow, and Microsoft Office tools to track workflows, improve communication, and support program operations.
- Lead development of SharePoint structures to centralize resources and standardize procedures across offices.
- Perform analytical work by reviewing program data, identifying trends, and making recommendations to improve efficiency and service delivery.
- Develop and implement procedures and tools to address operational challenges and ensure consistency.
- Resolve complex issues, provide guidance to staff, and support continuous process improvement.

Employment Program Representative (EPR) - Regional RESEA SPOC and Trainer | Employment Development Department (EDD) | 04/2021 - 07/2025

- Served as Regional RESEA SPOC and Trainer for Region 3, managing virtual RESEA operations, including high-volume processing of DE8531 forms, weekly customer communications, and attendance tracking systems.
- Improved program efficiency by developing automated mail merge tools to deliver personalized communications, increasing response rates and ensuring consistency across offices.
- Managed structured datasets to support tracking, reporting, and communication for high-volume workloads.
- Developed and delivered onboarding training for RESEA staff by creating guide cards, training materials, and standardized procedures.
- Conducted over 900 RESEA interviews, providing career guidance, job search strategies, and resume support.
- Collaborated with the Northern Division Workgroup to improve interview processes and program workflows.
- Supported Business Services outreach by developing communication strategies using mail merge tools for small businesses.

Founder / Director | IMHE | 08/2008 - 03/2021

- Independently developed, managed, and administered multiple educational programs, including International Summer English Camps, International Leadership Programs, SAT workshops, and support services for international students studying in the U.S.
- Recruited, trained, and supervised staff across programs, overseeing up to 50 staff for large-scale summer camps and smaller teams for workshops.

- Designed curricula, coordinated travel logistics, and implemented program improvements to meet the needs of students and stakeholders while operating with a high level of independence and accountability.
- Managed program budgets and operational costs, monitoring expenditures and allocating resources to support efficient and successful program execution.

Independent College Counselor | Wise College Choice | 01/2017 - 05/2023

- Directed and administered college access and admissions support services, developing individualized academic and application plans while guiding college selection and coordinating application processes with a high level of independence and accountability.
- Provided strategic advising on community college pathways and transfer options to four-year institutions, ensuring alignment with students' long-term educational and career goals.
- Planned and delivered workshops on application strategy, essay development, and financial aid for diverse student populations.
- Applied analytical and research methods to evaluate student profiles and identify best-fit institutions, developing planning tools and resources to support informed decision-making.
- Established and maintained tracking systems to monitor student progress, manage timelines, and ensure timely completion of application requirements.

Children / Youth Ministry Director | Hanael Church | 04/2002 - 06/2023

- Directed and managed youth development programs serving children and adolescents ages 5-18, overseeing curriculum, events, and services that supported personal growth and community engagement.
- Built and maintained collaborative relationships with youth, parents, and volunteers to ensure an inclusive and supportive program environment aligned with organizational goals.
- Recruited, trained, supervised, and mentored staff and volunteers, ensuring consistent service delivery and staff readiness for large-scale programs and activities.
- Planned and coordinated ongoing programs and special events, managing logistics, scheduling, and resource allocation to support efficient operations and program continuity.

EDUCATION

Bachelor of Arts in Psychology | Westminster College, Wilmington, PA

Graduate Coursework in Counseling Psychology | Holy Names University, Oakland, CA

Certificate in College Admissions and Career Planning | UC Berkeley Extension, Berkeley CA



May 14, 2026

Contra Costa WDB Youth Committee Membership Committee

Dear Selection Committee,

I am pleased to recommend Yura Yang to serve as a participant on the WDB Youth Committee.

Yura has consistently demonstrated a strong commitment to supporting young adults—particularly at-risk youth and those from low-income communities—by developing and overseeing programs that prepare participants for post-secondary education, vocational training, and meaningful career pathways. Her leadership, collaboration skills, and passion for youth development align closely with the mission and objectives of the WDB Youth Committee. In addition to workforce development experience, Yura brings several years of experience as an Independent College Counselor with Wise College Choice, where she guided students and families through postsecondary planning and educational goal setting. She also served as Youth Ministry Director at Hanael Church, mentoring and supporting youth through leadership development, community engagement, and personal growth initiatives. These experiences have strengthened her ability to connect with young people from diverse backgrounds and provide meaningful guidance during critical transitional years.

As an EDD Workforce Services Program Manager, Yura is responsible for cultivating strong partnerships with schools, community organizations, employers, and training providers to expand opportunities for youth ages 14–24. She brings valuable insight into the challenges facing underserved youth, along with a practical understanding of strategies that help young people achieve long-term success through effective case management and workforce development support.

I am confident that Yura will be an engaged and effective contributor to the committee and will help advance initiatives that positively impact youth throughout the community. Please contact me if additional information is needed at Lenis.McCalister@edd.ca.gov.

Sincerely,

L. E. McCalister
Acting Cluster Manager, EDD
Workforce Services Concord

Contra Costa County Workforce Development Board Youth Committee Membership Application

Committee Member Contact Information

Organization/Company

Title/Position

First Name

Last Name

Street Address

City

State

Zip Code

Phone Number

E-mail

Board Questions

What is your interest in serving as a youth committee member and your anticipated contribution to the committee?

Response

I am interested in serving on the Workforce Development Board Youth Committee because I am passionate about ensuring that all young people—particularly foster youth, youth experiencing homelessness, justice-involved youth, and other opportunity youth—have equitable access to education, workforce development, career pathways, and economic mobility.
As Director of Youth Services for the Contra Costa County

I am interested in serving on the Workforce Development Board Youth Committee because I am passionate about ensuring that all young people—particularly foster youth, youth experiencing homelessness, justice-involved youth, and other opportunity youth—have equitable access to education, workforce development, career pathways, and economic mobility.

As Director of Youth Services for the Contra Costa County Office of Education, I oversee countywide programs that support vulnerable youth across Contra Costa County. In addition, Youth Services serves as the Workforce Innovation and Opportunity Act (WIOA) Youth Program provider for the County Office of Education, allowing our department to directly connect youth to career exploration, work-based learning, leadership development, employment opportunities, and postsecondary pathways.

My work requires close collaboration with workforce, education, child welfare, probation, housing, behavioral health, and community-based organizations to address barriers that impact school success, employment, and long-term self-sufficiency. Through these partnerships, I have helped develop systems and programs that improve outcomes for youth who are often disconnected from traditional educational and workforce opportunities.

Through my current role as the Superintendent's proxy on the Workforce Development Board Youth Committee, my service on the Contra Costa Council on Homelessness, and my leadership of countywide and regional initiatives supporting foster and homeless youth, I have developed a strong understanding of the challenges and opportunities facing young people throughout Contra Costa County.

As a Youth Committee member, I would contribute a countywide perspective that bridges k-12 education and workforce systems, elevates the needs of vulnerable youth populations, and supports strategies that strengthen career readiness, employment, postsecondary success, and long-term economic mobility. I am committed to helping the Committee advance collaborative solutions that ensure all youth have access to meaningful opportunities to succeed in school, work, and life.

ALEJANDRA CHAMBERLAIN

Pleasant Hill, CA 94523 |

SUMMARY STATEMENT

Over 15 years of experience leading youth development, workforce development, education, and wellness initiatives. Expertise in designing and managing programs that support career readiness, work-based learning, postsecondary transitions, and economic mobility for foster youth, youth experiencing homelessness, justice-involved youth, and other opportunity youth.

KEY SKILLS AND COMPATANCIES

Program Management, Policy Development, Data Analysis, Cross-Agency Collaboration, Strategic Planning and Bilingual English/Spanish

ACCOMPLISHMENTS

- **Expanded the department from 15 to 30 staff** to strengthen program delivery and oversight.
- Secured and implemented the Homeless Education Technical Assistance Center (HETAC) grant, **expanding services from a county-based model to statewide and regional support**, improving technical assistance for homeless education programs across multiple jurisdictions.
- Led the **development and execution of the Foster Youth Interagency Agreement**, coordinating efforts across school districts, Child & Family Services (CFS), Probation, CASAs, Public Defenders, County Office of Education, and the courts to improve educational outcomes for at-risk youth.
- **Leads workforce development initiatives, including WIOA Youth, DOR-TPP, DOR We Can Work**, and related programs that support career readiness, employment, work-based learning, and postsecondary transitions for youth throughout Contra Costa County.
- **Coordinates with workforce, education, child welfare, probation, housing, and community partnerships** to improve outcomes for foster youth, youth experiencing homelessness, justice-involved youth, and other opportunity youth.

EDUCATION

Master of Science in Counseling, Career Specialization
California State University, Sacramento

Bachelor of Arts in Child Development
California State University, Sacramento

PROFESSIONAL EXPERIENCE

Program Development & Oversight – Led the planning, implementation, and evaluation of countywide and regional programs, focusing on education, workforce, wellness, and social services for opportunity youth. Designed and launched inclusive programming strategies to ensure accessibility across diverse communities.

Financial & Grant Management – Managed multi-million-dollar budgets across multiple funding streams, including federal, state, and local grants. Secured and implemented grants such as HETAC, expanding programs from a county-based model to regional/statewide impact. Allocated resources strategically to maximize service expansion and sustainability.

Interagency & Public Sector Partnerships – Developed and maintained partnerships with school districts, nonprofits, county agencies, and government offices to coordinate services and enhance program accessibility.

Led cross-agency agreements and collaborative initiatives, including a countywide Transportation MOU to improve mobility for foster and homeless youth.

Leadership & Team Development – Expanded department staffing by 100%, adding two managers and two supervisors to improve oversight and service delivery. Led staff training, mentorship, and professional development efforts, enhancing retention and leadership succession planning.

Policy & Compliance Oversight – Developed and implemented countywide policies that improved service delivery, program efficiency, and compliance with federal, state, and local regulations. Led policy initiatives such as Interagency Agreements and countywide MOUs to streamline operations across agencies.

EMPLOYMENT HISTORY

Director, Youth Services, Contra Costa County Office of Education <i>Pleasant Hill, CA</i>	01/2022 – Present
Manager, Youth Services, Contra Costa County Office of Education <i>Pleasant Hill, CA</i>	06/2014 – 12/2021
Youth Services Program Coordinator, City of San Pablo <i>San Pablo, CA</i>	01/2013 – 06/2014
Youth Development Services Specialist, Contra Costa County Office of Education <i>Pleasant Hill, CA</i>	11/2010 – 01/2013
Workforce Development Professional, Sacramento Employment and Training Agency <i>Sacramento, CA</i>	03/2010 – 11/2010
Youth Specialist, Crossroads Employment Services <i>Sacramento, CA</i>	09/2008- 03/2010

ADVISORY ROLES & COUNTYWIDE LEADERSHIP

Council Member, Contra Costa Council on Homelessness	07/2016— Present
Youth Committee Member Proxy to Superintendent Lynn Mackey, Workforce Development Board (WDB) Youth Committee	06/2022- Present
Committee Member, Family and Children’s Trust Committee (FACT)	01/2023-01/2025
Co-Chair, AB 2083 Admin Leadership Team	
County Homeless Education Liaison (EH CY)	
Foster Youth Services Coordinating Program (FYSCP) Coordinator	
State and Regional Lead, Homeless Education Technical Assistance Center (HETAC)	



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Lynn Mackey, Superintendent of Schools

July 1, 2026

Dear Youth Committee Members,

I am pleased to provide this letter of recommendation in support of Alejandra Chamberlain's application to serve on the Contra Costa Workforce Development Board Youth Committee.

As Director of Youth Services for the Contra Costa County Office of Education, Alejandra has demonstrated exceptional leadership and a steadfast commitment to improving outcomes for young people throughout Contra Costa County. With more than fifteen years of experience in workforce development, education, and youth services, she has successfully developed and strengthened programs that connect youth to education, employment, and career opportunities.

Alejandra provides strategic oversight for a broad range of initiatives serving foster youth, youth experiencing homelessness, justice-involved youth, youth with disabilities, and other opportunity youth including the Workforce Innovation and Opportunity Act (WIOA) Youth Program, the Department of Rehabilitation Transition Partnership Program (TPP), We Can Work (WCW), WorkAbility, COYA, and other programs. She has extensive experience managing workforce development programs, building cross-sector partnerships, and aligning resources among education, workforce, and community agencies to better serve young people.

Over the past several years, Alejandra has served as my representative on the Workforce Development Board Youth Committee. In that capacity, she has demonstrated professionalism, sound judgment, and a thorough understanding of the committee's mission and responsibilities. Her collaborative approach and commitment to youth success have made her a respected and valued contributor.

I offer my highest recommendation for Alejandra Chamberlain's appointment and appreciate your consideration of her application.

Sincerely,

Lynn Mackey
Superintendent of Schools
Contra Costa County



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3538

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth and BED Committees

Subject: Measure X Youth Center Services Performance Report

DATE: August 19 , 2026
TO: Youth Committee & BED 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

The Measure X Youth Centers Project just completed its first year of service delivery across Supervisorial Districts 3, 4, and 5. Between July 2025 and June 2026 the initiative achieved a major milestone, delivering localized programming to a total of 1,879 unique youth.

District 3 served **386 unique youth** during Year 1, with participation primarily among young men (71.93%) and youth under age 16 (81.09%). Participants were predominantly African American/Black (60.52%), followed by Hispanic/Latino (13.35%) and White (10.67%) youth. Most households reported English as their primary language (89.96%), with additional participation from Spanish-speaking and multilingual households.

District 4 served **894 unique youth**, representing the largest share of participants across all service districts during Year 1. Youth ages 12–15 comprised more than 81% of participants. Gender participation was evenly distributed between young men (48.89%) and young women (48.35%). The district served a diverse population, including Hispanic/Latino (25.79%), White (20.17%), and Asian (10.64%) youth. Approximately 38% of participants came from Spanish-speaking or multilingual households.

District 5 served **599 unique youth**, with participation concentrated among younger adolescents, particularly youth ages 12–13 (46.39%). The district primarily served African American/Black (52.36%) and Hispanic/Latino (30.57%) youth. Gender participation remained balanced, with young men representing 53.35% of participants and young women 44.74%. Non-binary and transgender youth accounted for 1.83% of participants. Approximately 20% of households reported Spanish as the primary language.

NEXT STEPS

Workforce Development Board staff are organizing the first Measure X Youth Center Service Provider Convening in September 2026. The initial meeting will be held in person, followed by quarterly virtual

convenings to strengthen provider collaboration, share best practices, address implementation challenges, and enhance cross-referral pathways.

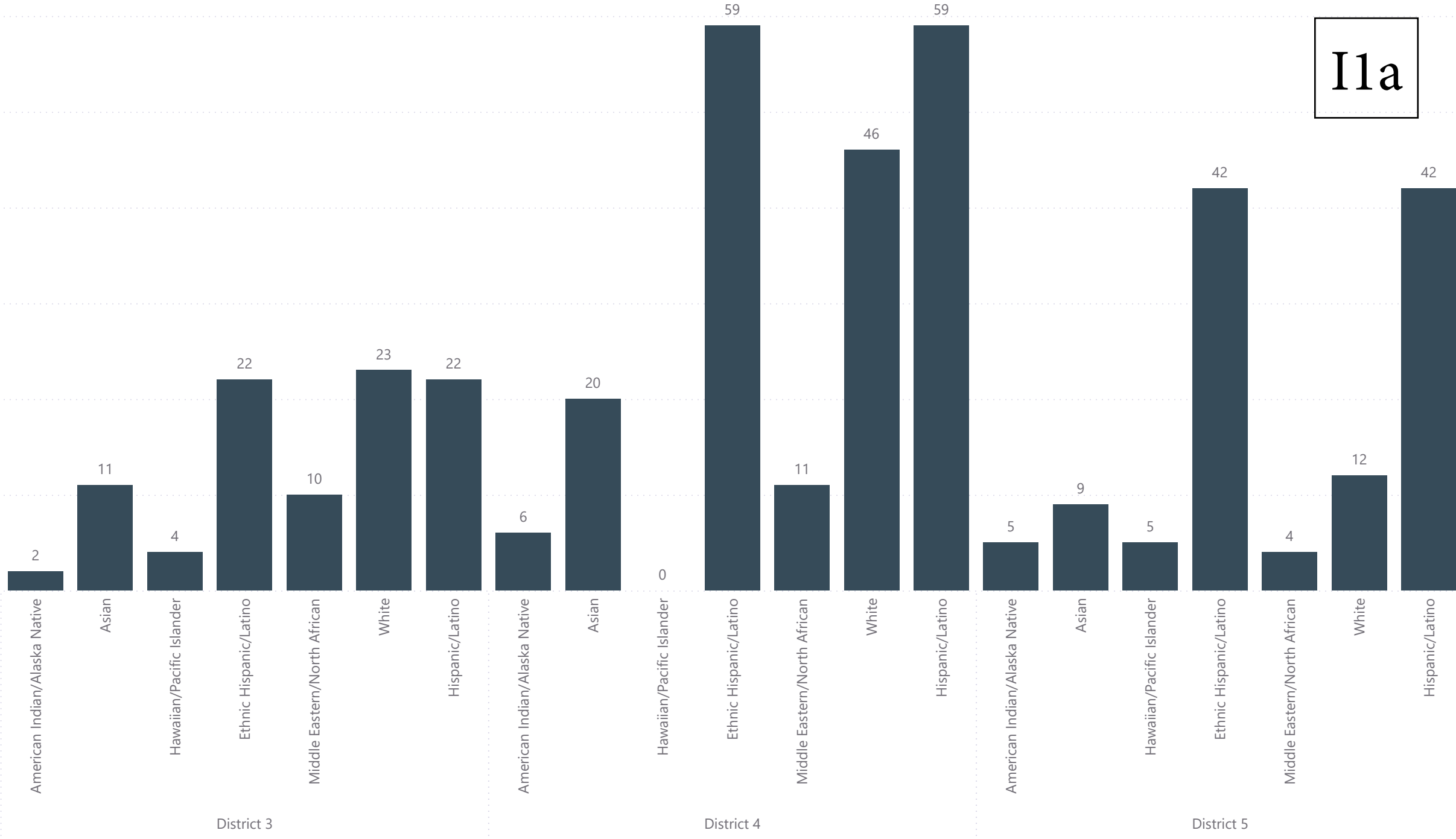
Staff are also establishing a Measure X Youth Advisory Group, as a branch of the Youth Centers Ad-hoc Committee, to incorporate youth voice into program implementation and continuous improvement. As Youth Centers expand in all three Districts, youth participants will be presented with the opportunities to shape the future of the youth centers. The level and structure of youth involvement will be determined by participating youth. A youth interest form will be distributed through contracted providers to identify interested participants and gather input on how they would like to engage in providing feedback and informing the ongoing development of Measure X Youth Center services. The resulting structure and opportunities for participation will be shared once established.

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

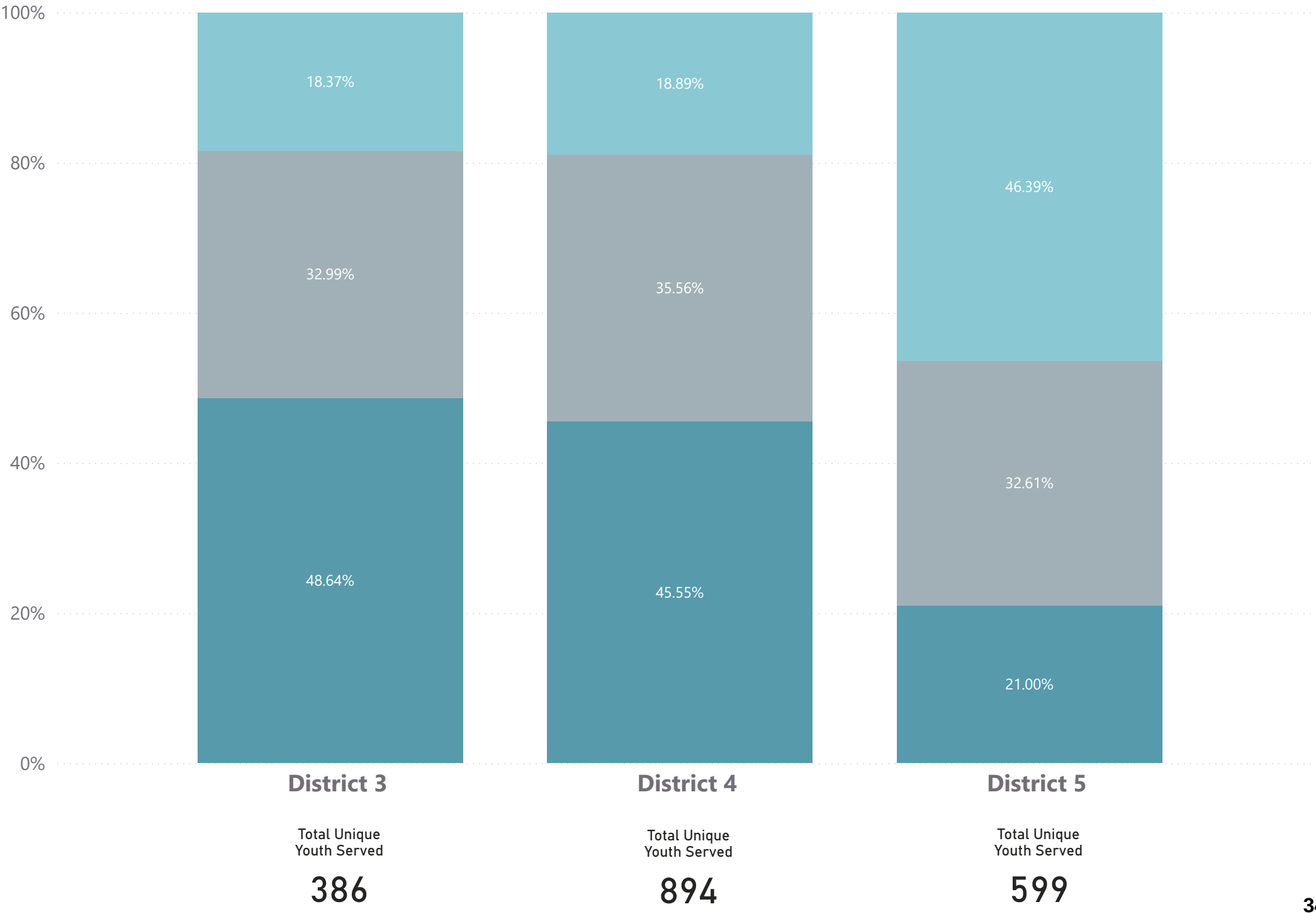
I1a Measure X Youth Center FY 2025 Performance Graphs

I1a

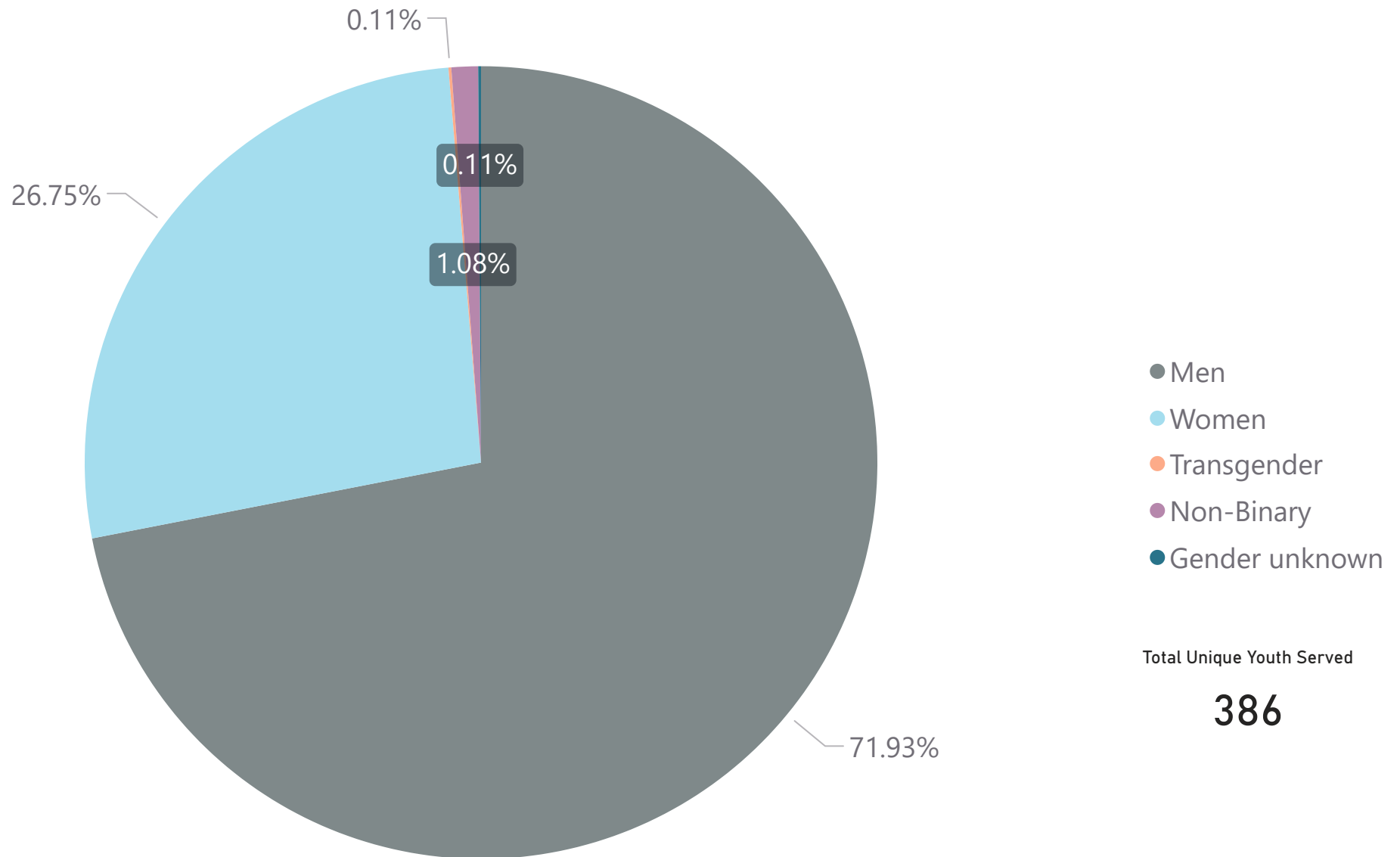


Age Distribution of Youth Served by District July '25 - Jun '26

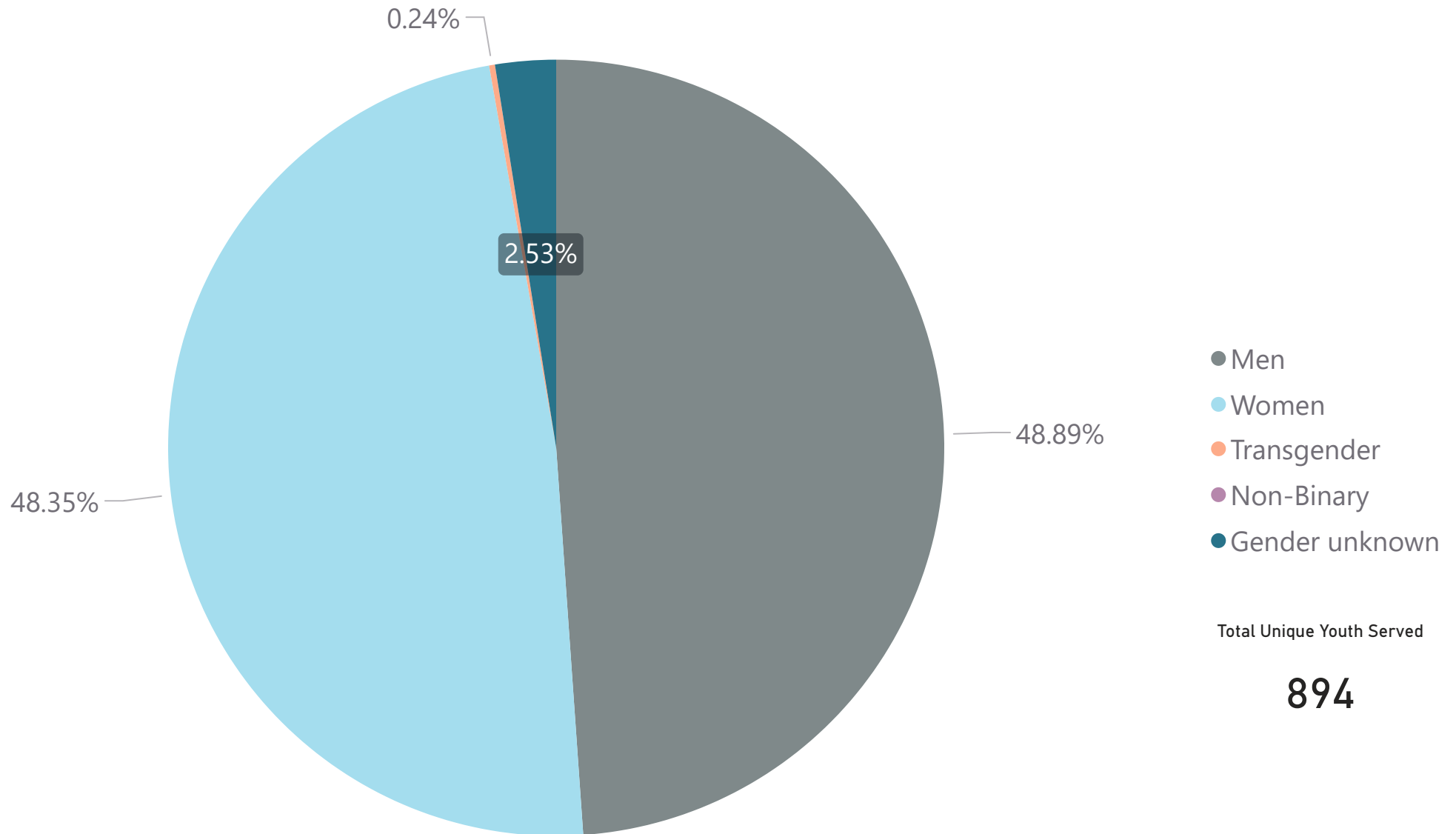
● Youth age 12-13 ● Youth age 14-15 ● Youth age 16-18



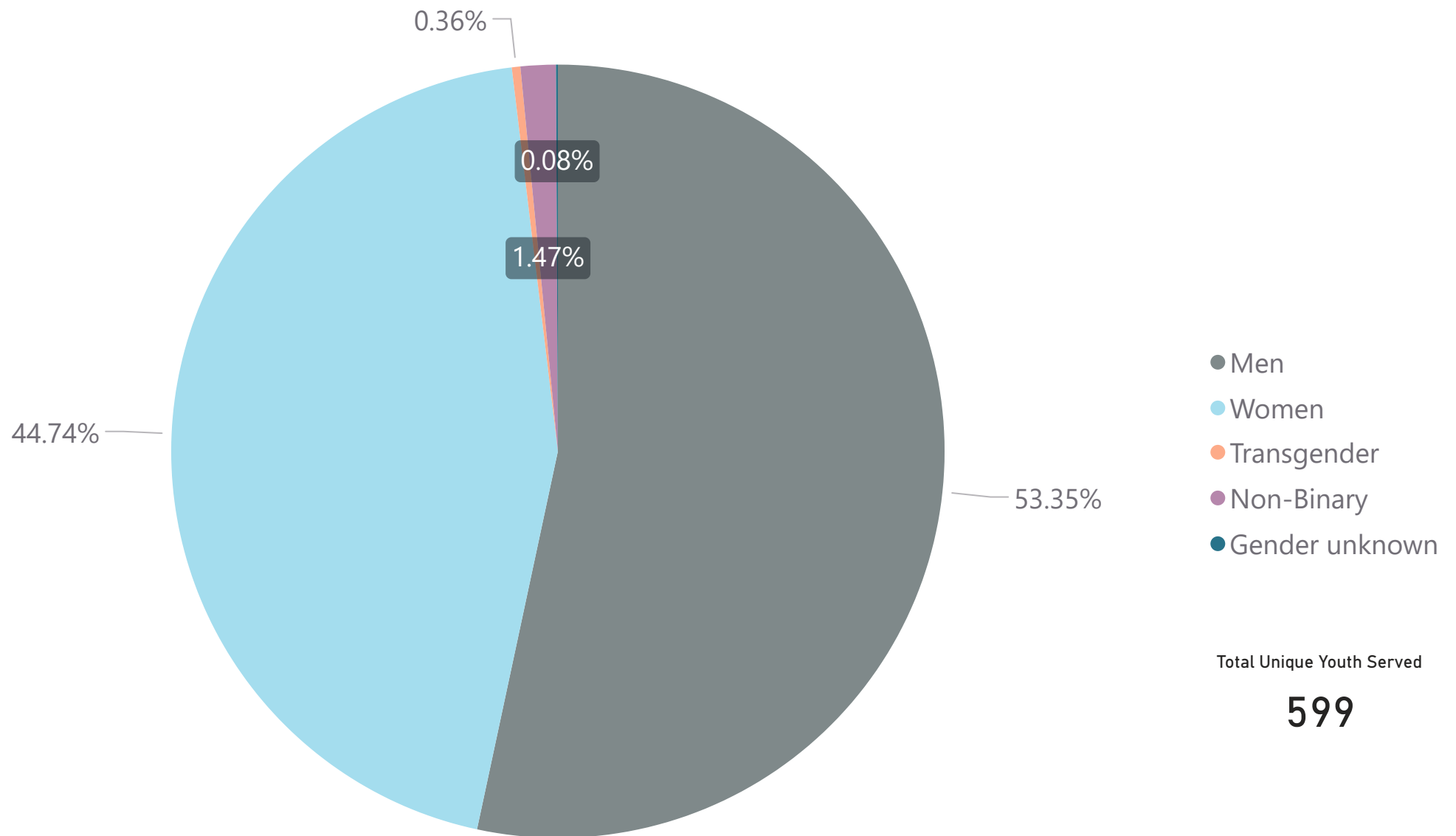
District 3 - Gender Distribution of Youth Served July '25 - Jun '26



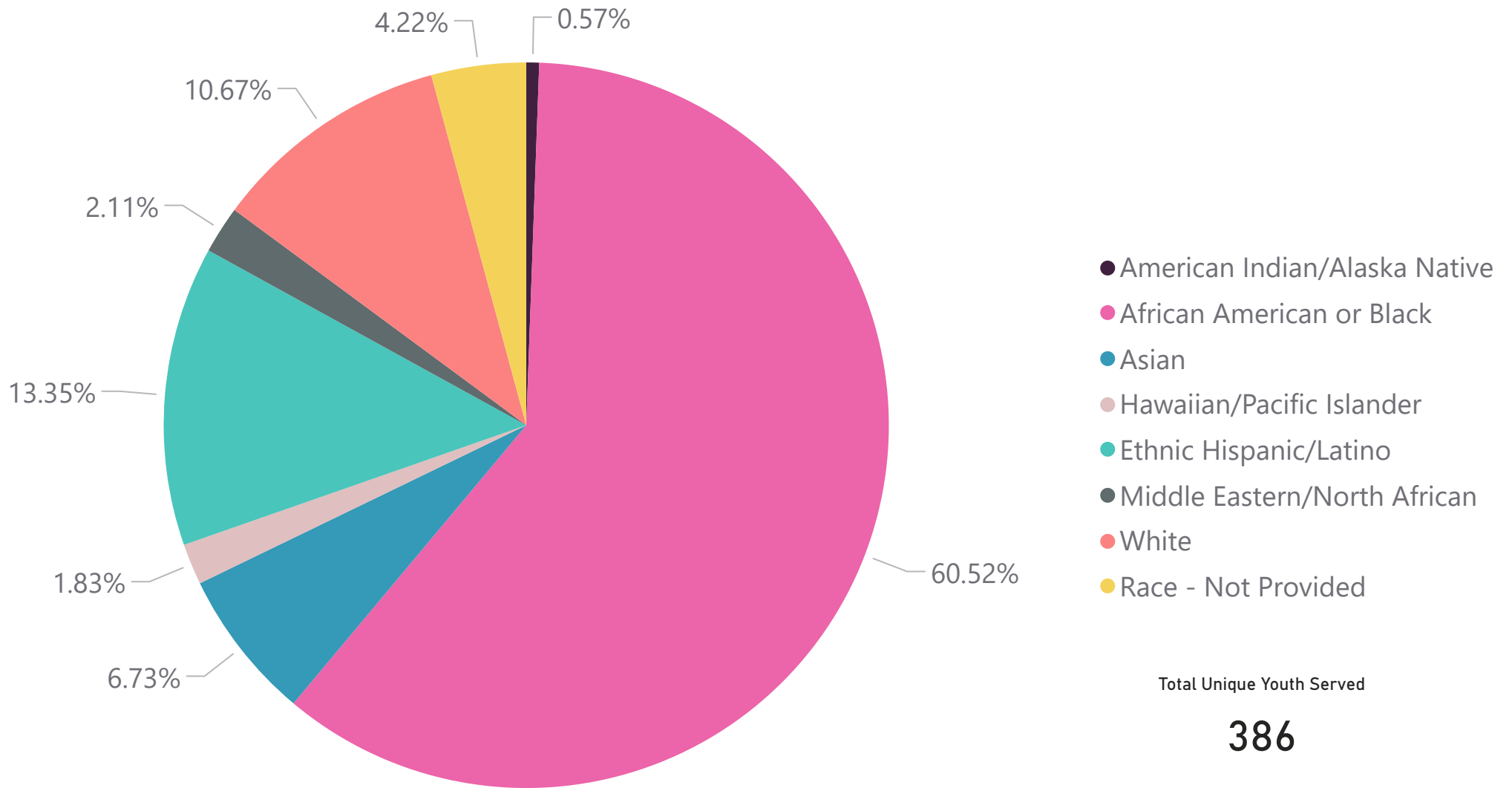
District 4 - Gender Distribution of Youth Served July '25 - Jun '26



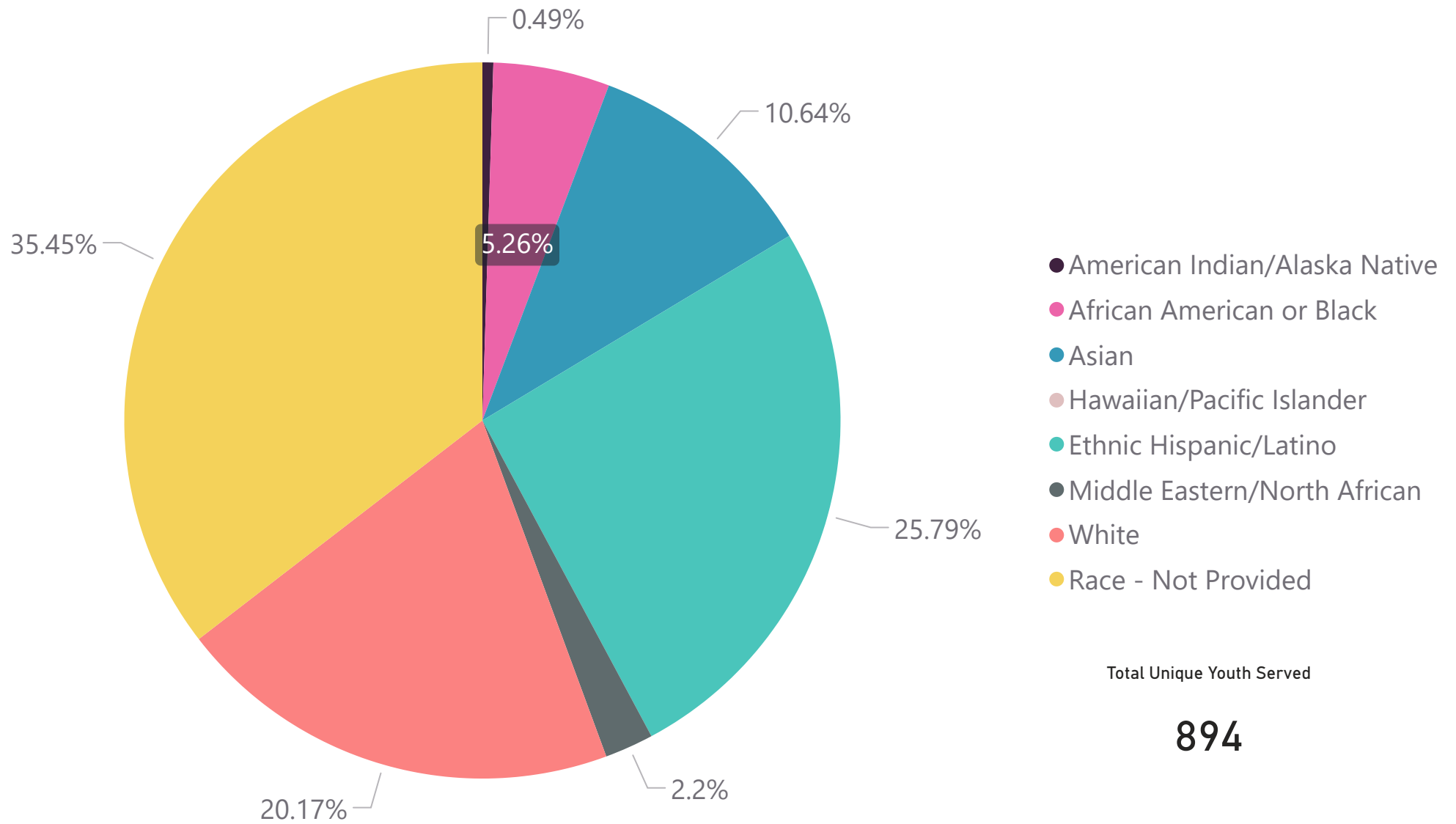
District 5 - Gender Distribution of Youth Served July '25 - Jun '26



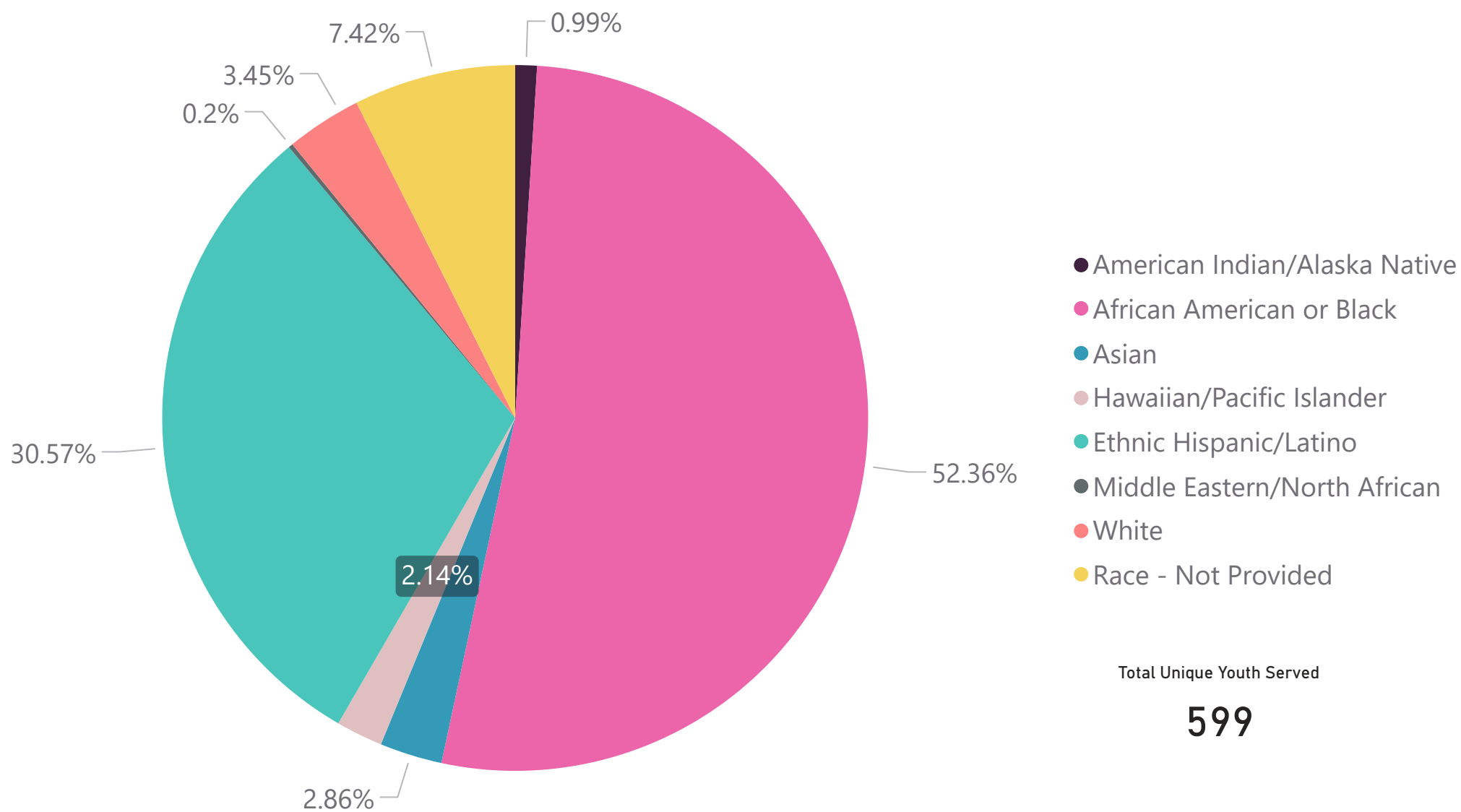
District 3 - Race Distribution of Youth Served July '25 - Jun '26



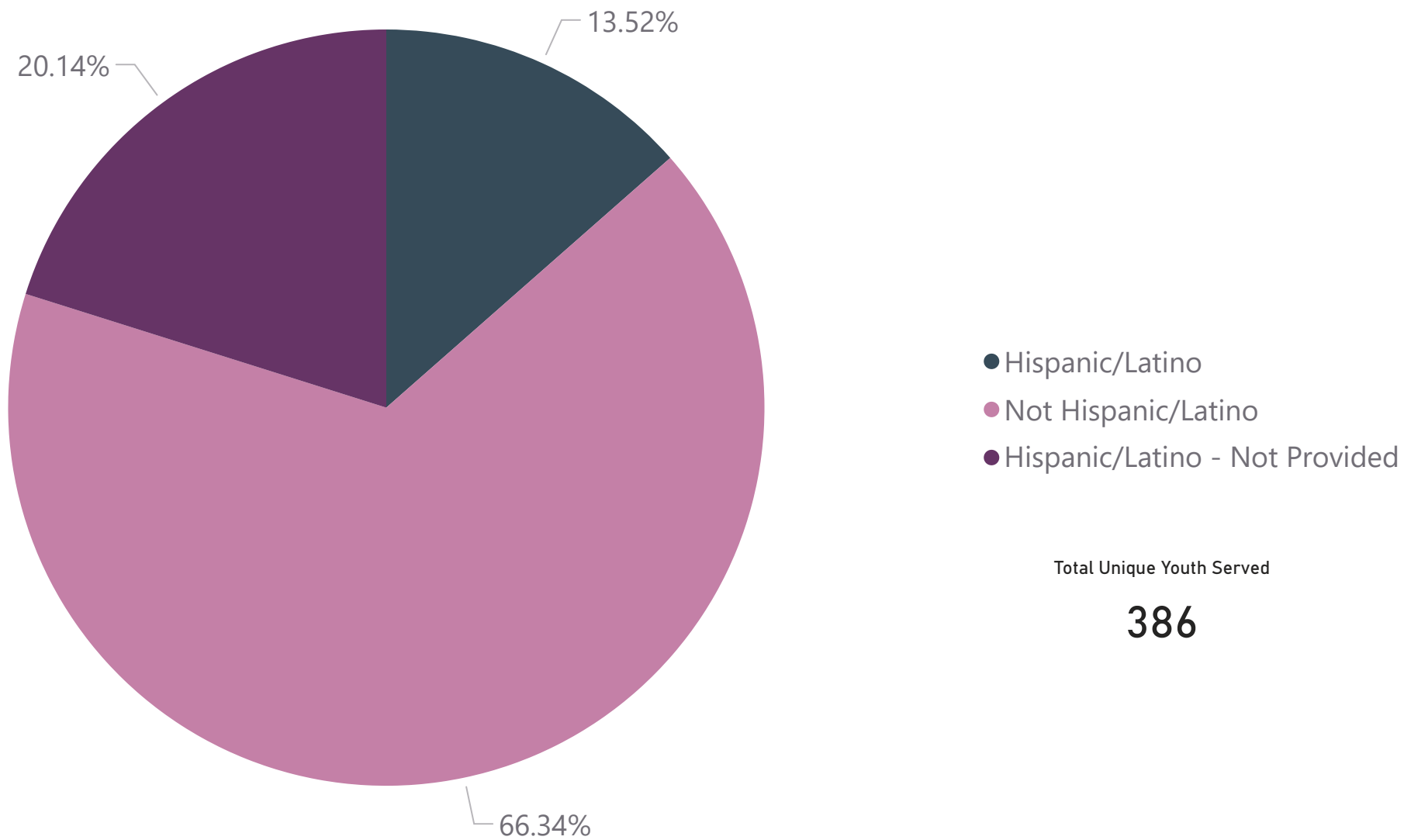
District 4 - Race Distribution of Youth Served July '25 - Jun '26



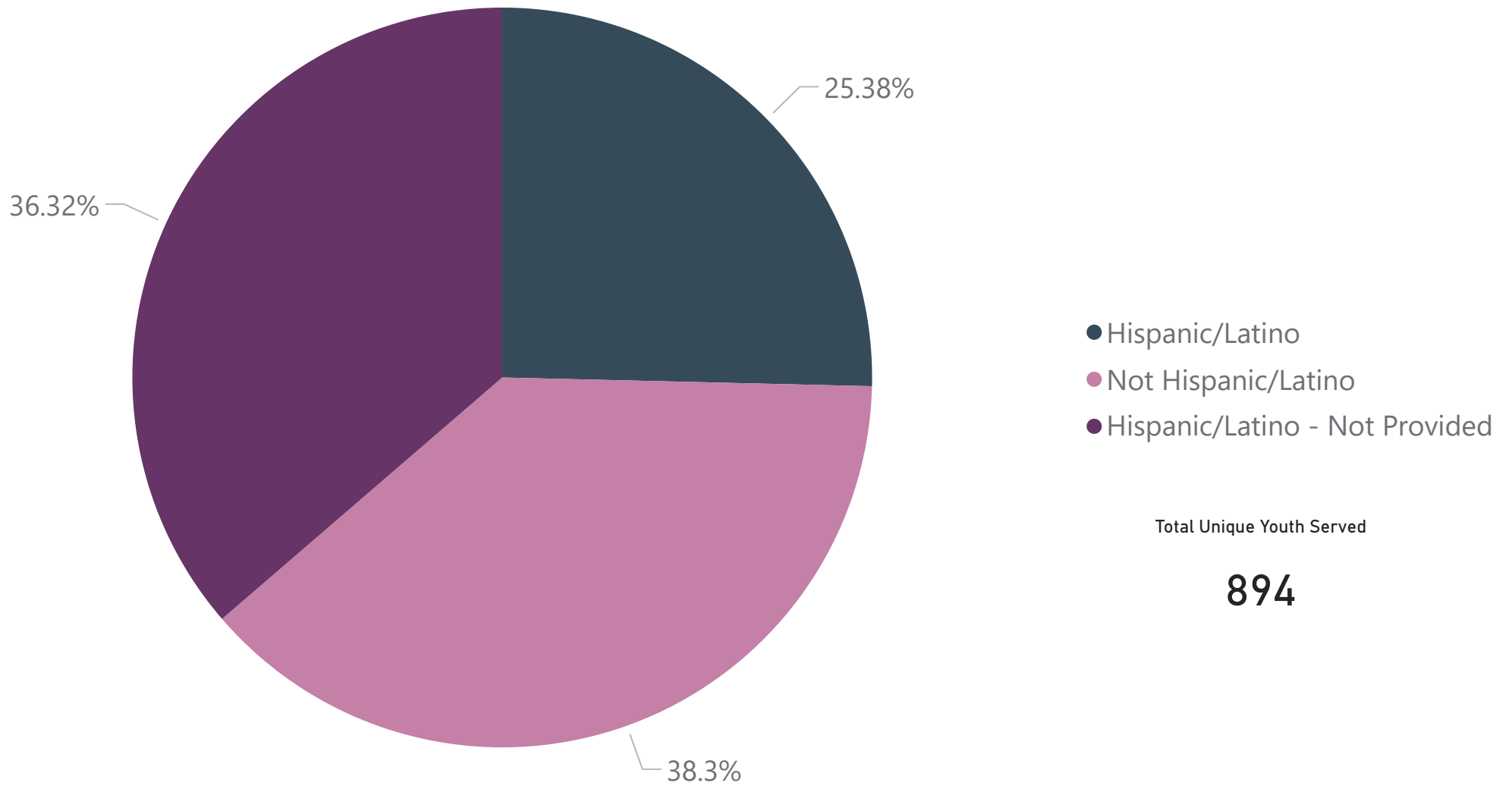
District 5 - Race Distribution of Youth Served July '25 - Jun '26



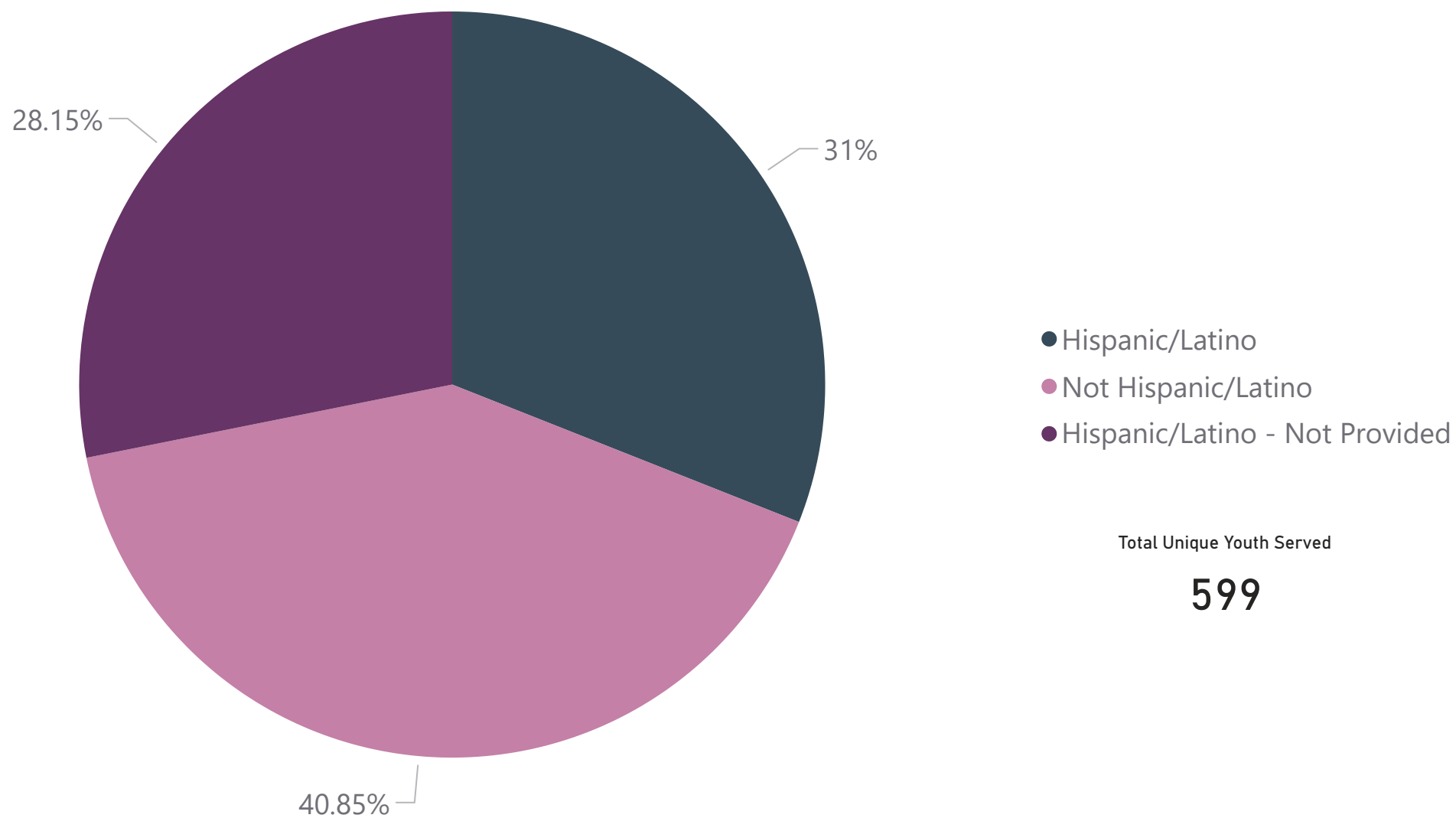
District 3 - Hispanic Distribution of Youth Served July '25 - Jun '26



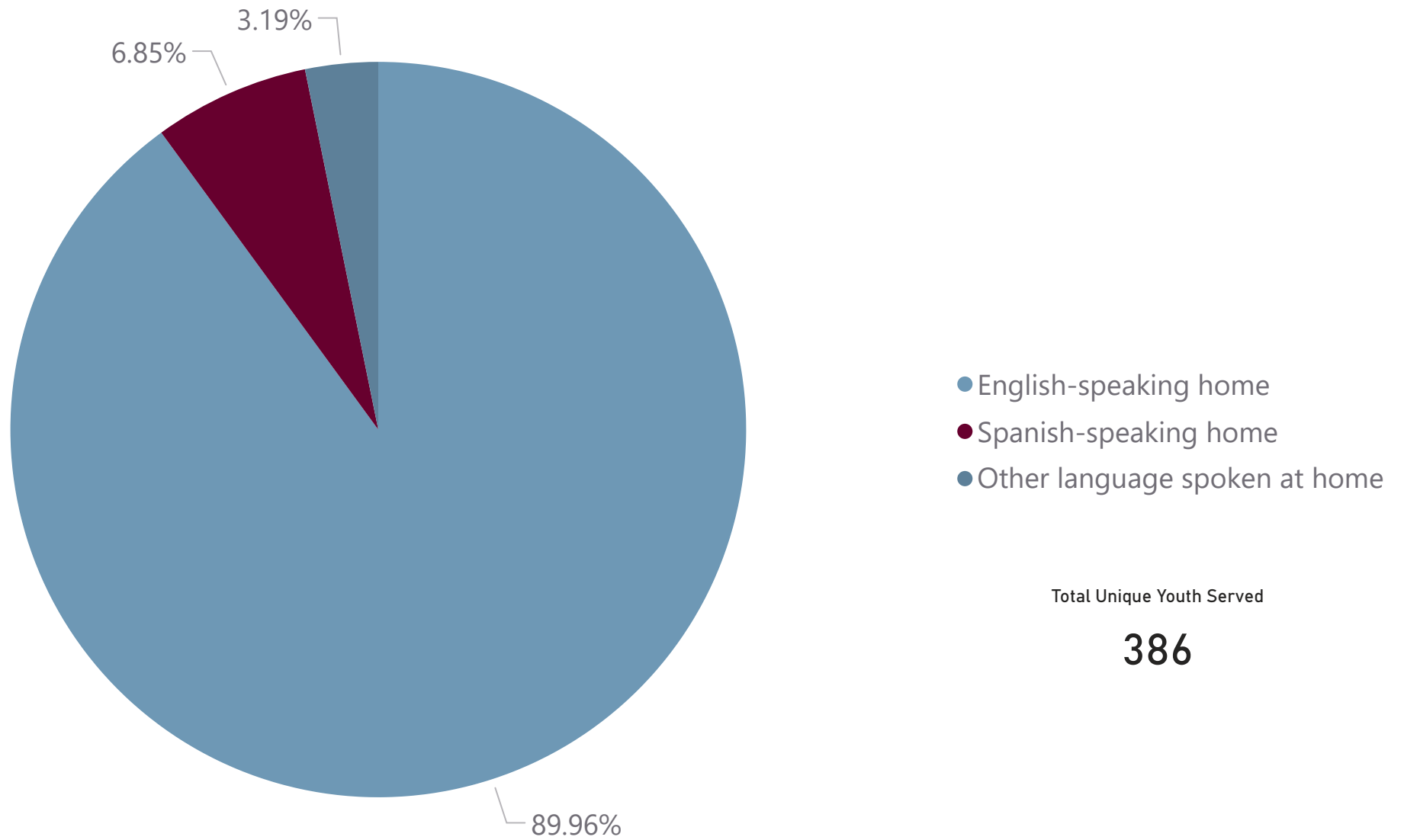
District 4 - Hispanic Distribution of Youth Served July '25 - Jun '26



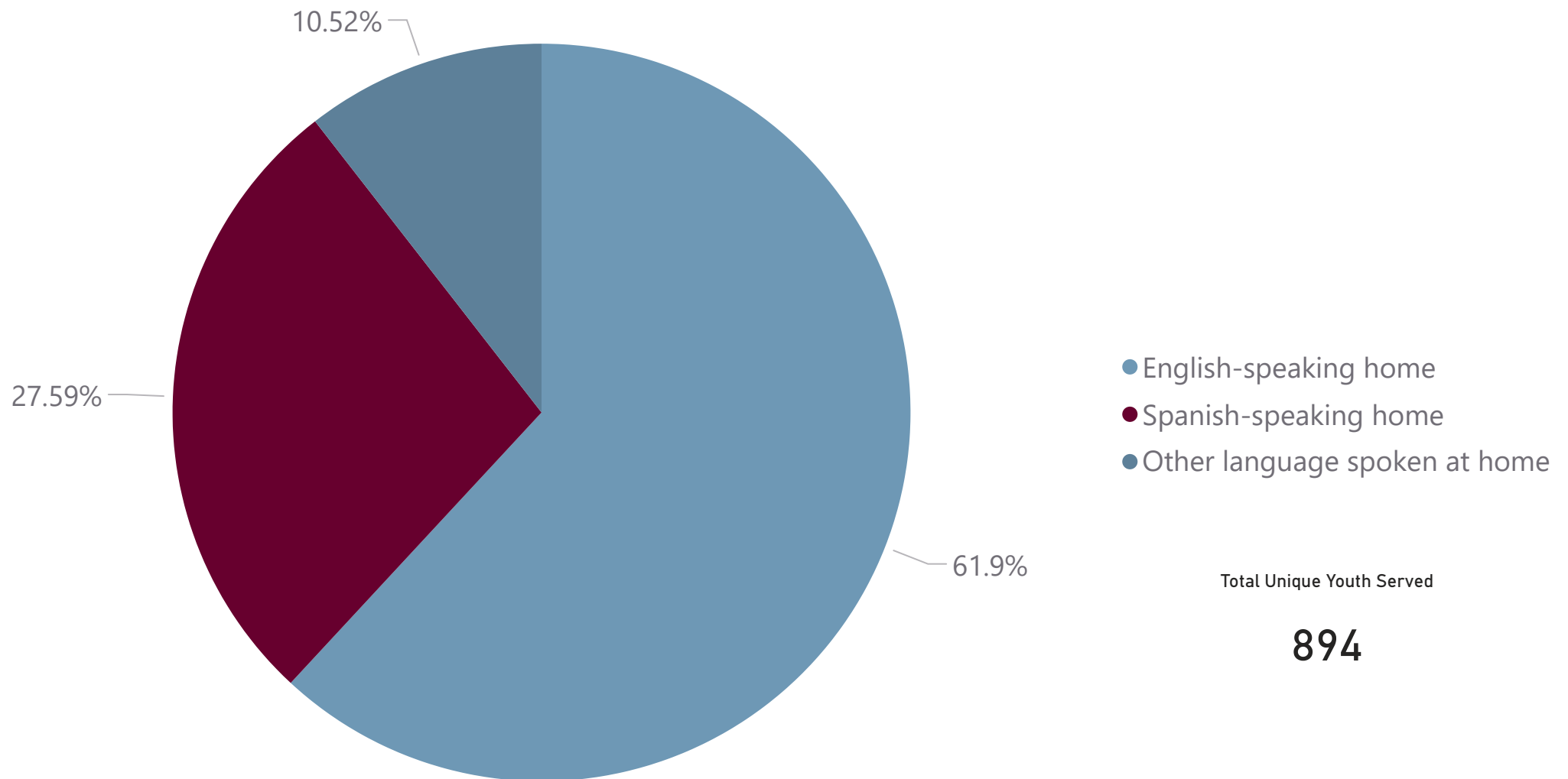
District 5 - Hispanic Distribution of Youth Served July '25 - Jun '26



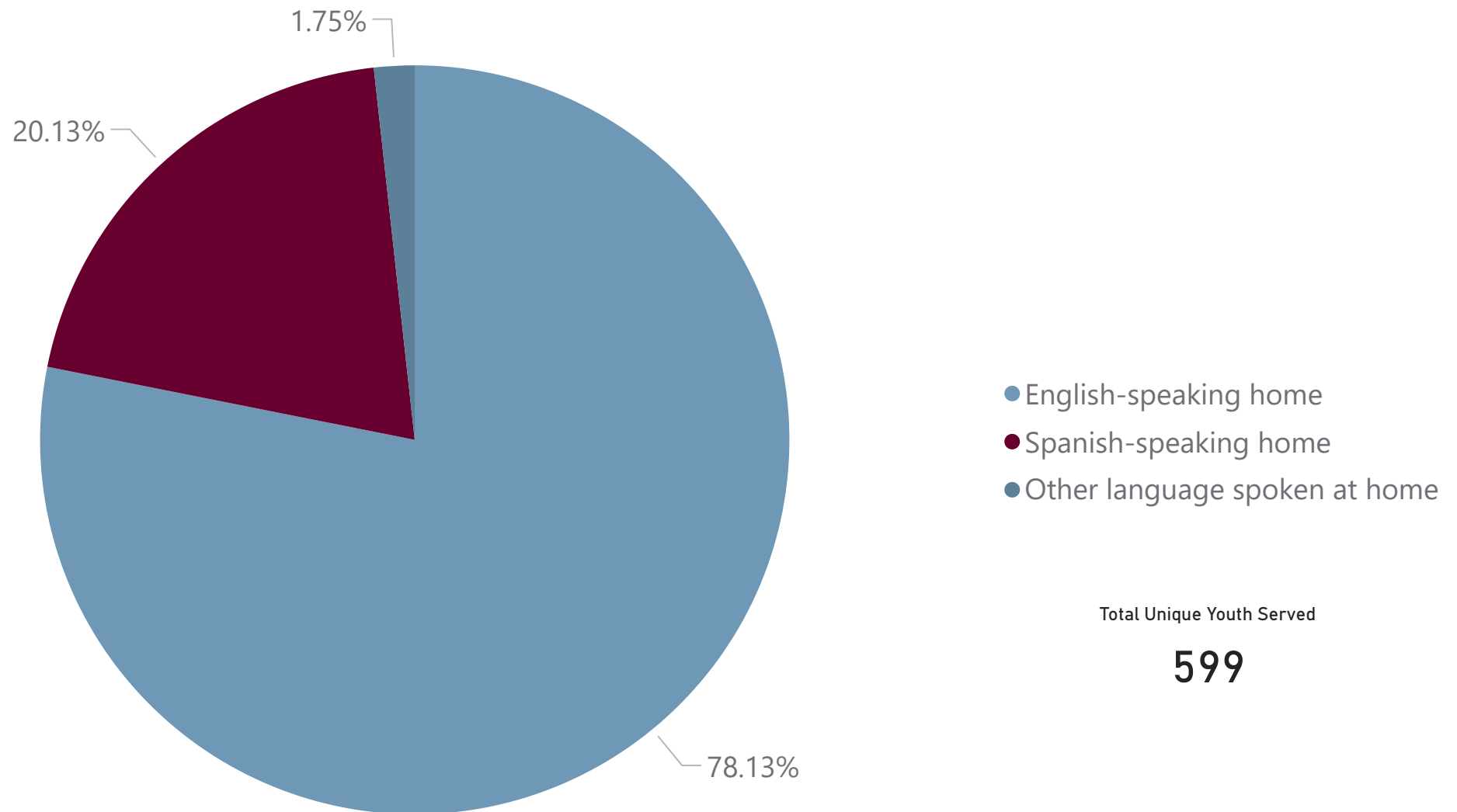
District 3 - Language Distribution of Youth Served July '25 - Jun '26



District 4 - Language Distribution of Youth Served July '25 - Jun '26



District 5 - Language Distribution of Youth Served July '25 - Jun '26





CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3539

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth and BED Committees

Subject: Business Services PY 25-26 Report



DATE: August 19, 2026
TO: Business and Economic Development Committee
FROM: Anisa Smith, Workforce Services Specialist
RE: **Business Services Dashboard- Annual Report**

BACKGROUND

This preview represents a portion of a broader Business Services dashboard. The sample highlights key areas including WARN notices, Shelter Inc. onsite recruitment, and planned 2026 career fairs and related business service events. The long-term objective is to develop a comprehensive dashboard that reflects the full scope of WDB Business Services activities across the county.

For any questions, please contact Anisa Smith, Workforce Services Specialist, at 925-655-3826 or email at asmith1@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-3540

Agenda Date: 8/19/2026

Agenda #:

Advisory Board: Youth and BED Committees

Subject: WIOA Youth Draft Performance PY 25-26

DATE: August 19 , 2026
TO: Youth Committee & BED Committee
FROM: Noramah Burch, WIOA Youth and Young Adult Program Manager
RE: **WIOA Youth Draft Performance PY 25-26**

BACKGROUND

The WIOA Youth Program is a federally funded program designed to help young people, ages 14-24, who face barriers to education, training, and employment. It provides personalized support such as paid internships, job training, academic assistance, and career mentoring to help them transition into stable jobs or higher education. For PY 25/26, the Workforce Development Board of Contra Costa County (WDBCCC) received a \$2,576,509 allocation for WIOA Youth. This was a substantial increase of \$820,099 from PY 24/25.

WIOA Youth Program Target Population:

- high school dropouts
- truant
- justice-involved
- homeless
- current or former foster youth
- pregnant or parenting,
- youth with a disability
- basic skills deficient, including English Language Learners

The WIOA Youth Program emphasizes educational attainment, career exploration, and employment readiness. The overarching program goal is to equip participants with skills, experience, and support necessary to successfully transition into postsecondary education, training, or meaningful employment while fostering long-term self-sufficiency and career advancement.

Key WIOA Youth Program Services and Activities:

- **Work-based learning:** includes work experiences such as internships, apprenticeships, and on-the job training
- **Occupational skills training:** training in various fields to help youth acquire in-demand skills
- **Education and training:** support for earning high school diplomas or equivalencies, as well as opportunities for postsecondary education and training
- **Leadership development:** build confidence, employability, and positive social behaviors

- **Supportive services:** address barriers to participation, such as assistance with transportation, childcare, and housing
- **Mentoring:** provides guidance, support and encouragement from adult mentors to help youth develop their skills and character
- **Financial literacy education:** youth develop the skills to manage their finances effectively
- **Labor market and employment information:** information about job opportunities and the skills needed to succeed in the workforce
- **Follow-up services:** follow-up support for a minimum of one-year to ensure youth maintain their employment and continue to make progress

CURRENT SITUATION

Continuous Program Improvement and Community of Practice

Throughout the year, the WDBCCC partnered closely with contracted providers to strengthen program quality by:

- Providing 4-6 technical assistance trainings annually
- Developing standardized forms and guidance documents
- Answering policy and case management questions
- Promoting consistent implementation across providers
- Sharing best practices and program updates
- Maintaining a youth provider resource hub including program guidance, visual process flows, eligibility and enrollment resources, assessment and ISS tools, policies, training opportunities, career fair announcements, and other relevant resources for case managers and participants

Impact on community and workforce

- Serving vulnerable populations
- Improving educational outcomes
- Reducing poverty
- Increasing employability: youth gain essential workplace skills including time management, professionalism, and communication, making them more competitive in the job market
- Reducing unemployment through employment services, internships, apprenticeships, and job placement assistance to help participants transition successfully into the workforce or post-secondary education
- Developing career pathways that connect education with employment opportunities
- Ensuring training alignment with regional economic priorities through partnership with schools, employers, regional workforce boards, community colleges, and community organizations

Partners

- Contra Costa County Office of Education
- Mt. Diablo Unified School District
- International Rescue Committee

Performance Updates

Youth and Young Adults Served	
In-School	68
Out-of-School	97
Total	165

Performance Indicator	WDBCCC Performance	State Targets
Credential Attainment	63%	60.5%
Measurable Skills Gain	80%	61%
Q2 Employment/Post-Secondary	58%	72%
Q4 Employment/Post-Secondary	55%	71%

NEXT STEPS

With the 46.69% increase in WIOA Youth formula funding from PY 24/25 to PY 25/26, we were able to expand our service capacity and expertise by adding a third WIOA Youth provider, International Rescue Committee (IRC). IRC is a multilingual organization specializing in serving English Language Learners, immigrants, and refugees. As PY 26/27 begins, we will continue onboarding.

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