



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)

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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 12:06 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

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.

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