



CONTRA COSTA COUNTY

Committee Meeting Minutes

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Workforce Development Board

Wednesday, November 19, 2025

12:00 PM

4071 Port Chicago Hwy., #250

Federal Glover Conference Room, Concord

Zoom Meeting ID: 861 9541 1636 Passcode:
002936

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

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.

1:20 INFORMATIONAL ITEMS

I1 - Youth Centers Service Contracts Update

I2 - Meeting Notices and Legistar

1:25 CHAIR'S REPORT & 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

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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