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**DRAFT**

**YOUTH COUNCIL COMMITTEE  
MINUTES**

**Tuesday, June 2, 2009**

**Afternoon Session 1:30 P.M. – 3:30 P.M.**

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**Bryan Vanhuystee, Committee Chair  
Sandra Murillo, Vice Chair  
Monique Melchor, Committee Secretary  
Alex Fernandez, Committee Staff**

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**MINUTES**  
**1:30 P.M.-3:30 P.M. SPECIAL SESSION**

**I. Roll Call**

Bryan Vanhuystee called the meeting to order at approximately 1:37 p.m. Alex Fernandez took roll.

**Members in attendance:** Bryan Vanhuystee, Denise Boland, Robert Hennessy, Dr. David Matuszak, Philip George, Benny Boveda, Jennifer Yates

**Absent:** Sandra Murillo, Van Le

**Members that arrived after roll was taken:** David Torres

**II. Opening Remarks**

Bryan Vanhuystee, Committee Chair, opened the meeting with Opening Remarks. The Chair also thanked Bob Hennessy for his email and Introduced Capt. Toby Wong.

**III. Public Comments**

No public comments.

**IV. Consent Calendar**

No consent items.

**V. Agenda Items - Items were heard in order.**

**A. Old Business**

**1. Approval of Minutes {Action}**

Motion made to approve the Minutes of the Youth Council Committee meeting held on June 2, 2009 as presented.

Motion: Benny Boveda

Second: Denise Boland

The motion carried unanimously.

**B. New Business**

**1. Summer Jobs for Youth Work Experience Program {Informational}**

Chris Donnelly, Assistant Director introduced Richard Martinez as the Project Manager for SJYWEP and provided an update on the program. The directive from DOL and the state was to run a summer employment/work experience program for youth ages 16-24, to work up to 8 weeks. The proposal was approved by the Youth Council at the February 24<sup>th</sup> meeting and the Board and Executive

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Committee meetings of February and March. The original budget proposed to the Youth Council was \$4.8M, however, a revised budget from the DOL was received, which reflects the budget at \$4.7M. This is a \$152,000 decrease from the original proposed budget. Our cost per participant based on 1,000 participants is \$4,700/per participant. Based on a survey that we conducted to compare our program with other WIB's in the state (we looked at WIBs with the highest allocation and largest number of youth to be served) we were able to gather that most WIBs will serve approximately 500-3200 youth this summer. The following is quick overview of the largest program including cost per participant: San Bernardino \$6,667, the City of Los Angeles will serve 7,500 youth at \$1,480/per participant cost, San Bernardino County \$3,600/cost per participant. There were 8 WIBs surveyed and together they will serve approximately 22,000 youth this summer which reflect about \$47 million. The programs are between 6-8 weeks in duration, the models include programs where youth will attend summer school and get paid a stipend, direct work experience programs and others are hybrids where youth will attend school in the morning and work in the afternoons.

When we presented the budget to the Youth Council Committee we were looking at only 1,000 youth however, we revised the budget to serve 1,200 youth. Therefore, we are looking at additional cost of \$300,000 for salaries. Again, youth will work from 24-40 hrs. per week depending on age. Based on youth experience and availability. In addition, our projections did not include FICA and City of San Jose overhead rate. FICA will be approximately \$250,000 and CSJ overhead rate will be \$350,000. Salaries for the youth staff will be covered out of the '08-'09 carryover funds at approximately \$680,000 which will fund 30 staff working approximately 27 weeks. Our project to date will serve 900 youth with two start dates: June 22 and July 6, 2009.

Outreach efforts for the SJYWEP include the MGPTF, local high schools, CBO's, Council of Non-profits, CalWorks mailing (5,000+), libraries, Community centers, Safe Schools Collaborative. work2future received over 2,400 applications. We have also received over 800 worksite requests. Again, the only performance outcome for the summer program is work readiness certificate.

Richard Martinez, Project Manager, reported that 80% of youth are from San Jose and 20% from the South County. In addition he reported that some of the skills that youth will acquire will include: recreation, parks maintenance, school maintenance, non-profit organizations, retail, clerical, social services, city departments, libraries, custodial skills, community colleges, City of San Jose, City of Gilroy and City of Morgan Hill.

Member Benny Boveda inquired as to what percentage of worksites are private and public sector. Richard responded that over 90% of the worksites are public sector.

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Member Robert Hennessey inquired as to how many applications were received vs. the number of youth hired. The Assistant Director clarified that youth need to be low income based on the LLSIL and in addition must have a barrier as defined by WIA in order to qualify for the program.

Member Denise Boland requested to know where youth that are not qualified are being referred to for services and how many foster youth are not eligible. Richard Martinez responded by stating that most foster youth qualify for the program and youth that do not qualify are being referred to Adult WIA services and City of San Jose volunteer services. In addition, Denise Boland requested a breakdown of the number of foster youth being served.

Member Robert Hennessey requested clarification and confirmation regarding the ratio for program staff to participant 1:50. Chris Donnelly, Assistant Director, clarified that the ratio is correct and since the summer program model is a bit different regarding performance outcomes in comparison with the year round program, staff should be able to manage the workload specified.

Member Benny Boveda inquired as to what type of measures are being taken to avoid any type of abuse from employers toward the youth. Chris Donnelly clarified that all worksites are required to attend a worksite orientation and the youth will attend a City of San José orientation. In addition, Chris clarified that the youth are City of San José temporary unclassified employees that participate in the retirement system.

Member Robert Hennessey stated that the restrictions on family income are ludicrous. Chris Donnelly clarified that the DOL sets the eligibility criteria for income.

Member Denise Boland stated that for youth that are that meet eligibility criteria that should be the only barrier required. In addition, she would like to see the committee, the Executive Committee and Board advocating for youth, so that income is the only requirement for future programming.

### **2. Approval of Youth Funding for 2009-2010**

**{Action}**

Chris Donnelly, Assistant Director, provided an overview of the recommendation to fund youth providers for PY '09-'10. The three providers that are currently providing services will be the agencies we continue with next year: Center for Training and Careers, Workforce Institute and San Jose Conservation Corps. The recommendation is tentative pending final performance, which will be available after July 15, 2009. Final recommendations will be presented to the Youth Council Committee at the Sept. 29, 2009 meeting. The proposed recommendations are as follows: Workforce Institute will received \$600,000 to serve 101 youth, Center for Training and Careers will receive \$390,00 to serve 65 youth and the San Jose Conservation Corps to receive \$240,000 to serve 40 youth.

Within the allocations we are accounting for supportive/incentive at \$325.00/per participant. Last year we included \$1,000 for internships, however, the internships were not as successful as originally expected, so we will not include internships into PY '09-'10. In addition, the providers received a mid-year allocation to reflect an increase in supportive and incentive monies for PY '08-'09 and two agencies also received additional monies to serve additional youth as follows: Center for Training and Careers received an additional amount of \$ 60,000 which reflects increase in supportive and incentives funding, San Jose Conservation Corps received \$157,000 to serve an additional 40 youth and reflect increase in supportive/incentives and Workforce Institute received additional funding in the amount of \$99,925 to serve 30 additional youth.

Again we are looking at making final allocations recommendations in September after final performance outcomes.

Member Robert Hennessy requested clarification regarding the services that Workforce Institute provides to the participants. Christopher Donnelly responded by stating that Workforce Institute is affiliated with San Jose/Evergreen Community College they are program is structured a bit different. They serve youth that are basic skills deficient. They have two programs one of which is customer service skills and Career Pathways where they attend college as part of their training.

David Mirrione, Youth Program Manager, WI, clarified that the Career Pathways to teaching program offers participants one semester of college (13 college units) all books and fees are provided, job readiness training, training to students from CALSAC. Then referred to employment opportunities within the after-school realm. In addition, WI offers a National Retail Federation Customer Service training and youth that are certified are referred to employment with Safeway, Home Depot, etc.

Motion: Dr. Matuszak  
Second: Benny Boveda  
Abstain: Robert Hennessy  
Motion carried

The committee chair introduced David Torres who will be on the committee representing youth. He arrived after roll was taken.

### **3. Green Corps Program**

**{Discussion}**

Christopher Donnelly, Assistant Director, provided a brief introduction to the State of California's solicitation for proposals for Green Corps program. Carol Coehn, Executive Director for Workforce Institute, reported that the turnaround time for the proposal was a challenge given the timeframe. Workforce Institute wanted to create a program that would leverage existing partnerships and create

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new partnerships while offering youth assistance in securing employment during these tough times. The model takes on a layered approach working with work2future, the Santa Cruz WIB and the San Benito WIB. For students that are basic skills deficient the program offers tutoring to bring up their scores in a short period of time. In addition, participants will attend a pre-training course, which includes 40 hours of world of work job readiness course and a 40-hour EPA environmental stewardship and civil responsibility course. The world of work readiness course includes: interviewing techniques, resume development, financial literacy, applying for jobs on-line and keeping a job. Towards the end of the program, the model would offer an opportunity to work on a green community project. The program model has 4 career tracks including: efficient energy, green waves and organic gardening, green construction and water utilities. Some of the partners under the efficient energy include: Opto Electronics, PG & E, San Jose Water Company, Energy Services, IBEW Local 332. Green waves and organic gardening: Gilroy Gardners, Goldsmiths Seed, St. Joseph's Family Ctr. And Gavilan College. Green construction: Habitat for Humanity, S4CA, San Jose Construction College, IBEW Local 332. Water Utilities: San Jose Water Company and Santa Clara Valley Water Dist. At the end of the training participants will move toward completing high school diploma/GED or technical education track. Participants will concurrently be working on the community service project, which will lead to a letter of commendation for their participation in the community project. Participants will have an opportunity to participate in a paid internship with one of the partnering companies (mentioned above.) The program is designed to serve 100 youth.

Dr. Matuszak requested clarification on green gardening. Carol Coen explained the in includes 62 hours of training at Gavilan College- organic gardening 36 hours and organic vegetable garden which is 18 hours and 8 hours of Santa Clara County master composting training.

#### **4. EDD Program Monitoring 2008**

**{Informational}**

Monique Melchor, Youth Program Manager, informed committee members about the State monitoring report from the October 2008 monitoring. Our office received the report in February 2009. work2future responded to the findings in April 2009. The final report details the following finding (youth specific):

- 1) Lack of Juvenile Justice representation on the committee – which will be corrected with Captain Toby Wong's participation on the youth council.
- 2) Lack of employment goal on the ISS- we will amend the ISS to reflect employment goal for PY '09-'10.
- 3) Applicant statement- over use of this form. work2future is committed to being prudent in using this form and we will document why this form is being used in the case notes.

4) Follow-up – Providers are required to conduct follow-ups and the state noted that first quarter follow ups were conducted during the second qtr. however; the state felt this was not proactive. The state will follow-up to ensure that we are in compliance.

Member Robert Hennessy expressed a concern with the SYEP employment application questions regarding convictions and relatives employed by the City of San Jose. There was committee discussion and it was clarified that convictions do not exclude youth from the employment, but all convictions must be disclosed as per the City of San José, Human Resources requirements. Member Denise Boland expressed that the County has a similar program and those type of questions are asked in order to make appropriate employment matches.

**C. Planning and Information**

**1. Set Items for Next Agenda {Informational}**

- 1) Update on the Summer Youth Employment Program (SYEP)
- 2) Final recommendations for contracts funding
- 3) Request for memos to be emailed out with agenda- depending on availability
- 4) Review of Quality Control Index for PY '09-'10

**2. Youth Council Members' Announcements {Informational}**

Member Robert Hennessy thanked work2future for the use of the Board Room for his organizations Job Fair.

Member Philip George shared information regarding the Job Corps program and made himself available to assist committee members with youth issues.

**D. Next Meeting:**

Tuesday, September 29, 2009, San Jose One-Stop, Board Room,  
1290 Parkmoor Avenue, San Jose, CA 95126

**E. Adjournment**

The meeting was adjourned at 2:46 p.m.