

# WORKFORCE DEVELOPMENT

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## San Luis Obispo County

*VISION: The Workforce needs of employers and job seekers in San Luis Obispo County are met.*

### Workforce Development Board YOUTH COMMITTEE MEETING AGENDA

**Date:** Thursday, November 19, 2015

**Time:** 3:30 PM – 5:00 PM

**Location:** Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 358

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#### MEMBERS:

**Karen O'Brien**, *Chair*  
Movement for Life

**Scott Black**,  
Department of  
Rehabilitation

**Jeyde Cardenas**,  
EDD Workforce  
Services

**Danielle Christensen**,  
Henkels & McCoy

**Christina Chow**,  
Department of Social  
Services

**Kevin Kuhn**,  
Westport International

**Dr. Martin L. Meltz**,  
NewUSA Issues  
Forum

**Sandra Rademacher**,  
CASA

**A'Jah Love**,  
EDD Workforce  
Services

- 1. Call to Order and Introductions** *O'Brien*
- 2. Public Comment**
- 3. Presentations:**
  - 3.1 San Luis Obispo Workforce Development Structure and WIOA Youth Program  
*- Dawn Boulanger*
- 4. Action/Information/Discussion:**
  - 4.1 Receive Notification of Youth Committee Membership *O'Brien*  
*- Information Item*
  - 4.2 Review Draft Youth Committee Operations Charter and Committee Chair Job Descriptions *O'Brien*  
*- Information/Discussion Item*
  - 4.3 Discuss Possible Venues for Future Youth Committee Meetings *O'Brien*  
*- Information/Discussion Item*
- 5. Next Meeting:**

December 17, 2015 at 3:30 p.m.  
Department of Social Services, 3433 S. Higuera St, San Luis Obispo, Room 358
- 6. Adjournment**

**The Workforce Development Board was formally known as the Workforce Investment Board.**

**Public Comment:** Members of the public may address the committee on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WDB. However, in compliance with Government Code section 64954.3(a), the committee shall take no action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes.

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## **SLO Workforce Development Board YOUTH COMMITTEE**

The Youth Committee of the San Luis Obispo County Workforce Development Board (WDB) is an advisory committee to the WDB. The Youth Committee provides information and assists with planning, operational, and other issues relating to the provision of Workforce Innovation and Opportunity Act (WIOA) workforce development services to youth. Membership of the Committee shall include community-based organizations with a demonstrated record of success in serving WIOA eligible youth. The Committee shall be chaired by a member of the WDB and shall include other individuals appointed by the WDB who are not members of the WDB and who the WDB determines have appropriate experience and expertise.

The Youth Committee provides expertise in youth workforce development policy and assists the WDB to develop and recommend local youth employment and training policy; broaden employment and training policy to incorporate youth development; establish linkages with other organizations serving youth; and, evaluate a range of issues that impact young people's success in the labor market.

### **DUTIES:**

1. Convene as a clearinghouse for youth-related workforce issues. Seek and collect stakeholder input to identify workforce needs in the local youth services system.
2. Develop and maintain a working agenda (updated annually) of identified needs to guide the scope and focus of the Youth Committee.
3. Develop relationships with education, training providers, labor, other youth service providers and the business sector to encourage communication and joint problem-solving to best prepare youth for the local workforce.
4. Assist in the identification of new resources and access of funding opportunities to spearhead stakeholder collaboration and response to identified needs.
5. Serve as the primary liaison and advisory body to the WIB for youth advocacy and establishing youth funding priorities for WIA funds, including reviewing effectiveness of current contractors and recommending new contractors, as appropriate.
6. Represent the WIB/Youth Council by communicating youth workforce issues, activities, and needs through outreach and communication within the community.

### **REPORTING:**

1. Annual review and update of local area youth needs
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### PRIMARY PURPOSE OF JOB DESCRIPTION

Provide community-wide leadership in facilitating the Youth Committee in its efforts to:

- Maintain partnerships that build capacity of youth workforce development training and education services throughout SLO County;
- Provide feedback and develop strategies that ensure the local youth workforce development system provides access to comprehensive services, and referrals to services, in a **seamless, integrated, effective and efficient manner**;
- Maintain a focus on ensuring that special populations and youth with disabilities in SLO County have adequate access to workforce development services.

### CHAIRPERSON QUALITIES/RESPONSIBILITIES

- Provide Leadership
- People Skills
- Effective Communication Skills
- A desire to release the potential energy of the group
- An individual who can maintain focus on the committee's success vs. personally identified professional goals/importance
- Ensure representational input through maintaining member relations and development
- Availability and willingness to work with staff to develop the agenda
- Ability to keep the larger mission of the WDB and WIOA at the forefront of activities
- Ability to maintain clarity of purpose
- Subject Matter Expertise

### PRIMARY DUTIES

The Chairperson shall preside over all sub-committee meetings. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the Committee shall, at the beginning of its meeting, designate by majority vote, a Chairperson Pro-Tem to serve as presiding officer of that meeting.

The Chairperson and the WDB designee shall have the responsibility of preparing the agenda for Committee meetings and the management or business of the Committee.

All sub-committee meetings of the WDB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the "Brown Act") (CA Government Code §54950, *et seq.*), as amended.