

# **WORKFORCE INVESTMENT SAN FRANCISCO**

Local Workforce Investment Board for the City and County of San Francisco

**NOTICE OF A PUBLIC MEETING  
OF THE  
YOUTH COUNCIL OF THE  
WORKFORCE INVESTMENT SAN FRANCISCO BOARD**

**Date:** Thursday, January 10, 2008  
**Time:** 4:00 p.m. – 6:00 p.m.  
**Location:** Human Services Agency  
170 Otis, Born Auditorium  
San Francisco, CA. 94103

**AGENDA APPEARS ON THE REVERSE SIDE**

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**Issued: Monday, January 7, 2008**

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**AGENDA FOR  
MEETING OF THE  
YOUTH COUNCIL OF THE WISF BOARD  
THURSDAY JANUARY 10, 2008**

*Public Testimony will be taken throughout the meeting*

1. Adoption of the Agenda ( <i>Action Item</i> )
2. Adoption of the minutes from November 8, 2007 ( <i>Action Item</i> )*
3. Director's Report ( <i>Discussion Item</i> )
4. Update on Performance ( <i>Discussion Item</i> )
5. Presentation on Youth Council Youth Engagement Strategy ( <i>Action Item</i> )*
6. Strategic Planning for New Youth Council ( <i>Discussion Item</i> ) A. Role/Change* B. Organizational Structure C. Membership
7. Chair's Report ( <i>Discussion Item</i> )
8. Public Testimony on Non-Agenda Items ( <i>Discussion Item</i> )
9. Future Agenda Items ( <i>Discussion Item</i> )
10. Adjournment ( <i>Action Item</i> )

**\*Materials Included**

***PLEASE NOTE: There will not be a Youth Council Meeting in  
February.***

**ATTACHMENT #1  
(SEE AGENDA ITEM #5)**



CITY AND COUNTY OF SAN FRANCISCO  
GAVIN NEWSOM, MAYOR

MAYOR'S OFFICE OF ECONOMIC AND  
WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR OF  
WORKFORCE DEVELOPMENT

**Memorandum**

TO: Members of the WISF Youth Council  
FROM: Glenn Eagleson, Director of Youth Workforce Development  
DATE: January 7, 2008  
RE: Youth Engagement Strategy for the Youth Council

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**ACTION REQUESTED**

The Youth Council is asked to adopt the recommendations of the Youth Employment Committee of the San Francisco Youth Commission regarding the allocation of funds for the development and implementation of a youth engagement strategy for the Youth Council for the period March 1, 2008 – June 30, 2009.

**BACKGROUND**

Since its inception, the WISF Youth Council has not had any significant representation from youth (either WIA or non-WIA-eligible) as members. The Youth Council has discussed this issue on several occasions and re-affirmed its commitment to ensure that youth have a voice at the table, but that in doing so, both youth and adult members must be sufficiently trained and supported.

Furthermore, the Mayor's Transitional Youth Task Force in its 2007 *Report on Disconnected Youth in San Francisco*, has called on the need for policy bodies addressing the needs of transition age youth to include young people in their planning and policymaking:

*Policies and programs serving transitional age youth must be based on an understanding of the needs and expertise of their consumers. Youth participation in decision-making has the power to contribute to positive youth development, facilitate service quality improvements, and increase young people's willingness to engage in services.*

*What this will look like: City departments serving transitional age youth will be required to develop strategies for including youth in decision-making and to provide support to City-funded community based organizations to do the same. To this end, Departments and Commissions will be mandated to work with the Youth Commission to obtain support and technical assistance regarding how to involve youth in truly meaningful ways and how to engage youth not easily or typically engaged in leadership roles.*

On November 8, 2007 the Youth Council heard a presentation from the Youth Employment Committee of the San Francisco Youth Commission regarding the need for a comprehensive youth engagement strategy for the Youth Council. Feedback was provided to the committee on the proposed need for and implementation of the proposal. The committee was then asked to incorporate this input and report back to the Youth Council with recommendations on how to implement a more sustained youth engagement strategy including:

- contracting with a provider to design and support a cadre of young people (“youth advisory team”) who would inform policy development and implementation of youth workforce services,
- necessary training and support for youth members, and
- their relationship to the Youth Council and other policy bodies.

### **RECOMMENDATIONS**

Staff recommends that the Youth Council take the following actions:

1. **Authorize MOEWD staff to work with the Youth Employment Committee of the Youth Commission to develop and implement an RFP process including the selection of an organization to serve as the “host organization” of the youth advisory team.**

Contracting with the CBO listed above for is contingent upon the availability of funds for both 2007-2008 and 2008-09.

MOEWD staff will present the Youth Council and the WISF Executive Committee with a recommended contract for youth engagement services for final approval in March 2008.

**ATTACHMENT #2  
(SEE AGENDA ITEM #6)**

## **Roles of Youth Council<sup>1</sup>**

There are a variety of roles a Youth Council may assume. The following presents the roles described in the WIA as well as other specific roles that a Youth Council might assume.

### ***Roles Described in the WIA***

The charge for the Youth Council (*Section 117(h)(4)*) is to:

- Develop the portions of the local workforce investment plan pertaining to eligible youth under WIA, as determined by the chair of the local WIB;
- Recommend eligible youth service providers to be awarded grants or contracts on a competitive basis to carry out youth activities under WIA, subject to approval of the local WIB;
- Conduct oversight with respect to eligible providers of youth services in the local area;
- Coordinate youth activities that include:
  - academic and employment skill-building;
  - connections to employers;
  - mentoring opportunities;
  - training opportunities;
  - incentives for recognition and achievement; and
  - leadership, development, decision-making, citizenship, and community service opportunities.
- Carry out other duties as determined appropriate by WIB Chair.

### ***Other Roles that Youth Council Might Assume***

- Oversee youth service planning process
- Determine youth and employer service needs, gaps, and duplications
- Design and develop a system of youth workforce development services
- Undertake collaborative planning for local youth workforce development activities
- Explore and leverage public and private resources
- Make funding decisions
- Develop collaborative RFPs for local youth workforce development services/service delivery
- Set standards and performance measures for services, quantifying and tracking responsiveness to the needs of both youth and employers
- Oversee, assess and recommend providers
- Monitor and evaluate youth workforce development services
- Develop and sponsor interagency training
- Advocate on behalf of youth workforce development services

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<sup>1</sup> (Adapted from the *Youth Council Toolkit: Information And Options For Forming Youth Councils Under The Workforce Investment Act*)

## **SAN FRANCISCO YOUTH COUNCIL STRATEGIC PRIORITIES**

(Adopted 01/14/04)

### **OUR VISION: ALL YOUTH---ONE SYSTEM:**

Our vision is that San Francisco offers a comprehensive and coordinated system of care, which provides a continuum of quality services to ensure that all youth are equipped with the skills, knowledge and abilities to prepare them for successful employment, academic and life choices by age 25.

The conditions one would find in a comprehensive youth serving system include, but are not limited to:

- Youth are aware of options/services available to them;
- Environments for learning and services are safe;
- Networks of support for youth are available and apparent;
- Caring adults are involved in supporting youth to attain goals;
- Access is present for achieving educational and employment support;
- A continuum of care exists that supports all areas of youth development;
- The investments made are strategic and connected to other resources;
- Services and support are ongoing and outcome based, not time/age based;
- Intake, referral and assessments are common and shared between agencies;
- Neighborhoods are receiving services that address local concerns;
- Individual service plans exist for youth and are used across agencies.

### **MISSION/PURPOSE:**

To ensure quality, safe and healthy learning environments and opportunities, built on youth development principles, which lead to a high school diploma or certificate, and successful transitions to work or further education.

### **PRIMARY STRATEGIES:**

- I. Focus on occupational preparation that leads to youth employment and successful transitions.
- II. Emphasize HS graduation or certification as minimum performance expectations.
- III. Target investments to at-risk, out-of-school youth, those in-school who are not on track to graduate, youth in the juvenile justice and foster care system, and pregnant and parenting teens.
- IV. Engage youth in leadership roles and evaluation functions to assure service designs support a comprehensive youth development system.
- V. Create a high level of agreement between organizations (DHS, SFUSD, DR, DCYF, and Juvenile Probation) to allow for seamless program delivery.
- VI. Support and finance neighborhood-based youth centers.

## **SUPPORTIVE STRATEGIES:**

- I. Engage the private sector in creating more youth employment opportunities connected to youth's career aspirations.
- II. Create common intake, referral, assessment tools and strategies, including an individual youth plan for shared accountability of those served. "hand-off, not drop-off".
- III. Invest in contractors who are leveraging multiple funding streams and providing comprehensive services either themselves or with partners.
- IV. Mobilize, expand and align adult mentors to support youth beyond funded activities or timelines.
- V. Align RFP's and agency policies from primary youth investors to create a comprehensive service strategy until age 25.
- VI. Balance investments to assure capacity building of staff and system-building efforts.
- VII. Develop agreements with SFUSD to support in-school and out-of-school alternative systems for student achievement.

# *WORKFORCE INVESTMENT SAN FRANCISCO*

Local Workforce Investment Board for the City and County of San Francisco

## MEMORANDUM

**TO:** Members of the WISF Youth Council Committee  
**DATE:** January 7, 2008  
**FROM:** Ann Cochrane, Chair, WISF Youth Council Committee  
**SUBJECT:** New Appointees to the WISF Youth Council

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I am pleased to inform you that Steve Arcelona, Chief of Staff for the Human Services Agency and Maria Su, Deputy Director of the Department of Children, Youth & Their Families have been invited to join the Youth Council Committee, filling the seats recently vacated by Maggie Donahue (HSA) and Glenn Eagleson (DCYF).

Please join me in welcoming these extremely knowledgeable individuals to join us on the Youth Council during this very important transition period.

# WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

## MINUTES OF THE NOVEMBER 8, 2007 MEETING OF THE YOUTH COUNCIL OF THE WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

### **PRESENT:**

Claudia Jasin, Glenn Eagleson, Ann Cochrane, Vivian Stern-Turner, and Maggie Donahue.

### **ABSENT:**

Liz Jackson-Simpson, Benjie Williams, Belinda Jeffries and Dana Fairchild

### **PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):**

Jamie Brewster, Alfredo Fajardo, Amy Wallace, Sarah Lebeck, Kriztina Palone, Ciara Wade, Larry Rose, Laurie Belton, Aisha Queen-Johnson, and Jodi Schwartz

Meeting began at 4:10 pm. Quorum was reached at 4:15pm.

### Agenda Item #1-Adoption of the Agenda (Action Item)

Motion to pass the agenda was moved by Vivian Stern-Turner and seconded by Maggie Donahue.

Ayes: Ann Cochrane, Claudia Jasin, and Glenn Eagleson

Nays: None

Abstentions: None

Motion Passed

### Agenda Item #2- Public Testimony on Agenda Items (Discussion Item)

None – Public Testimony will be taken throughout the meeting.

### Agenda Item#3-Adoption of the Minutes from September 13, 2007 (Action Item)

Motion to pass the minutes was moved by Claudia Jasin and seconded by Vivian Stern-Turner.

Ayes: Ann Cochrane, Maggie Donahue and Glenn Eagleson

Nays: None

Abstentions: None

Motion Passed

### Agenda Item #4-Youth Agency Presentation with Youth Participation (Discussion Item)

Mr. Jamie Brewster [Site Manager, Asian Neighborhood Design] presented on A.N.D's employment training program. Mr. Brewster [Asian Neighborhood Design] was unable to locate a youth participant of his program, available to present. All the youth he contacted were working at the time of this meeting.

Jamie Brewster [Asian Neighborhood Design] reported the following about their training program (Please refer to 'Attachment #2'):

- Program was founded 34-years ago by a group of Asian architects students from UC Berkeley
- Program is a general construction/carpentry, 14-week training program
- Individuals without GED's can still get into the program, as A.N.D will work with students to get their GED.
- Students are paid a stipend of \$50 a week based on attendance
- After the 14-week program, students are indentured into Local 22, Carpenters Union
- Students have made \$19.00 an hour, through Local 22, right out of the training program
- A.N.D case managers follow up with each student for up to two years after graduating the program

Questions by the Council:

Ms. Jasin requested the demographic information on the participants of the program. Mr. Jamie Brewster [Site Manager, Asian Neighborhood Design] stated that their participants come from all over San Francisco, but most of the students come from Bayview Hunters Point, Sunnysdale, Mission, and Walden House.

Ms. Stern-Turner asked if there was an income eligibility requirement. Mr. Jamie Brewster [Site Manager, Asian Neighborhood Design] replied that there is for the WIA funding, but for their other funding sources, the only real requirement is demography.

Agenda Item #5- Director's Report (Discussion Item)

Mr. Eagleson began his report by stating that this whole state of transition actually began four years ago with the Prop. 1 ballot measure that was passed by the San Francisco voters. In the process, a youth employment resource mapping report was created through DCYF [Department of Children, Youth and their Families] by Mr. Eagleson, which impacted this state of transition. It was found that approximately 15 million dollars of workforce dollars was not getting coordinated, as is why the workforce legislation has been created.

Mr. Eagleson distributed a hand-out (Please refer to 'Attachment #3') to the Council and audience participants, that highlights the main components of the centralization of Workforce Development efforts – legislation overview. Mr. Eagleson noted that the legislation will be heard before the full Board of Supervisors on November 13<sup>th</sup> for final approval. Over the next two years this process will be phased in.

Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] highlighted that this legislation will give Mayor Newsom a choice between going before the Board of Supervisors with an appointment slate for new members of the WISF [Workforce Investment San Francisco] Board or Mayor Newsom appointing two members of the Board of Supervisors to the WISF Board.

Questions/Comments by the Council:

Ms. Stern-Turner noted that the WISF Board is much bigger than just WIA funds.

Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] stated this legislation will expand the WISF's appointing role and oversight. In this first year, this legislation only concentrates on general fund money, while in year two; the legislation gives oversight for all workforce dollars within the City and County of San Francisco.

Ms. Jasin asked if the legislation changes the number of seats on the WISF and does it designate seats for specific people? Ms. Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] replied that the WISF Board member seats only change by adding the possible two Board of Supervisor members. WIA regulations specify not the number of seats, but the composition of the membership (For example, 51% business, 15% from organized labor, etc.).

#### Public Comments:

Jodi Schwartz [Executive Director, LYRIC] asked, structurally how does the Youth Council Committee fit into this legislation?

Ms. Cochrane replied that the organizational structure of the WISF Board will remain the same, which is the Chair of the Youth Council Committee being a member of the WISF Board by being a member of the Executive Committee.

Jodi Schwartz [Executive Director, LYRIC] asked the Council how does the CBO advisory committee and the youth advisory committee link together. Mr. Eagleson responded that there isn't much of a direct link, because the CBO advisory committee advises the full WISF.

Laurie Belton [Jewish Vocational Services] asked if the DCYF funds are seen as general fund money. Mr. Eagleson responded yes. Laurie Belton asked if that meant that MOEWD will make funding recommendations on the DCYF money. Mr. Eagleson replied that the operational side has not been worked out yet.

Ms. Jasin asked if the legislation expands the capacity of MOEWD (Mayor's Office of Economic and Workforce Development) to support new FTE's to implement the legislation. Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] responded that the legislation does not specifically speak to it, but the department will definitely be looking at what the staffing needs will be to implement this legislation.

MOEWD Update: Mr. Eagleson stated that there were many challenges with the transition of closing the PIC and greatly thanked the subcontractors for their patience with the Council and the Workforce Development department during this huge shift of responsibilities. Mr. Eagleson acknowledged that there were delays in getting contracts up and ready at this point, though nine of the eleven agencies signed contracts. A reconciliation of the funds from the last few years shows that there are a reserve of about \$289K from last year. The major funding change was that the One Stops' allocation was \$50K, a decrease of about \$220K.

#### Questions/Comments by the Council:

Ms. Donahue asked if any of the money would be going to COO [Communities Of Opportunities]. Ms. Amy Wallace [Mayor's Office of Economic and Workforce Development] explained that as a part of the larger funding allocation plan, an assessment of community need will determine the answer to the question.

Ms. Jasin asked about her request to discuss the determination of the set aside money for special needs/special population organizations. Ms. Cochrane stated that the Council can have some discussion now and will need to make it an action item at the next or a later Council meeting and then it will go to Rhonda Simmons (Director of Workforce Development, Mayor's Office of Economic and Workforce Development) and Glenn Eagleson (Director of Youth Employment Policy, Mayor's Office of Economic and Workforce Development) for specific recommendations.

Amy Wallace [MOEWD] also noted that there is some logistical concerns since there would now need to be a procurement process for the money.

Laurie Belton [JVS] asked if this conversation about looking at other populations may be included during the actual RFP process. Ms. Cochrane responded, yes, that the only recommendation that staff is making is that the \$289K that is left over, be held in reserve to be added to the funding that will be made available after the Council develops and puts out the RFP in the Spring.

Agenda Item #6- Youth Council Plan 2007-2008 (Action Item):

Mr. Eagleson walked the Council through the proposed plan. Please refer to 'Attachment #4'.

**Motion to approve the '07-'08 Youth Council Plan was moved by Maggie Donahue and seconded by Vivian Stern-Turner.**

**Ayes: Ann Cochrane, Claudia Jasin and Glenn Eagleson**

**Nays: None**

**Abstentions: None**

**Motion Passed**

Agenda Item #7- Youth Council Youth Engagement Strategy (Discussion Item)

Mr. Eagleson opened this agenda item by stating that the overall focus of today's total meeting is to prepare what the Council will be doing in 2008 through 2009. After Mr. Eagleson met with Rhonda Simmons [Director, Workforce Division of the Mayor's Office of Economic and Workforce Development] and Ms. Cochrane, they collectively decided that it was important to have a youth engagement component to the Council. Mr. Eagleson explained that lessons have been learned from the process of the Transitional Youth Task Force and how that body was able to engage youth.

MOEWD [Mayor's Office of Economic and Workforce Development] is fortunate to have a small resource of funding to help the Council think about transitional youth services for the next year and the plan is to think about a good youth engagement strategy for the Spring and moving forward.

Mr. Eagleson contacted the Youth Employment Committee of the Youth Commission, to begin this discussion regarding a youth engagement strategy. From that discussion, Ms. Iqra Anjum [Chair, Youth Commission] presented to the Council a draft proposal of a youth engagement strategy to be considered.

Iqra Anjum [Chair, Youth Commission] presented the following information (Please refer to 'Attachment #1'):

- She has been the Chair of the Youth Commission for the last 2-years, and has been a part of the Commission for a total of 3-years.
- The Commission has been working to create a youth inclusionary plan regarding employment services.
- The hand-out is just a draft, and she welcomes all feed-back, comments, questions, etc.
- The Commission will be helping to/focusing on having youth participation and engagement on the Council for this upcoming year.
- The draft idea is to have a Youth Advisory Team on the Council, that would do project-based work, which would allow for direct interaction with the Council members and empower the youth to have in-put, as well as impact of particular youth related issues that come before the Council.

- The Commission will make specific recommendations on who the members of the team should be and what the specific projects will be.
- The recommended age range is: 14-24 years old
- Requesting a form of compensation for the team members working on these projects.
- The Commission is considering creating an RFP [Request For Proposal] process to allow an organization to work with this team directly, as the "host organization".
- The Commission would charge a small consulting fee to work on this project.

Questions/Comments by the Council:

Ms. Donahue requested that Larkin Street be added to the list of organizations that Iqra Anjum [Chair, Youth Commission] distributed to the Council and the audience.

Ms. Jasin asked what is the role of the "host CBO [Community Based Organization]?"

Iqra Anjum [Chair, Youth Commission] replied that the role is to support the team fully, not having one person take on the entire responsibility of coordinating and organizing the team to be trained and prepared for the projects.

Mr. Eagleson also took this opportunity to point out that the funding that would be used for this project is not Youth Transitional Task Force funding, but money that was added back to MOEWD [Mayor's Office of Economic and Workforce Development] for transitional youth funding, separate from the Task Force. Mr. Eagleson also noted that they are using the research and work that Ed De Jesus has done for the Youth Development Research Fund, highlighting that one of the models that Mr. De Jesus uses are Youth Action Teams. This model was used to create the draft for how the Youth Council Committee could consider a youth engagement strategy for the upcoming year.

Ms. Jasin asked Iqra Anjum [Chair, Youth Commission] what the Youth Commission expects of the Youth Council Committee, and could there be trainings for adults on how to work with youth? Iqra Anjum [Chair, Youth Commission] responded that the Commission currently has those trainings available and that the Commission needs to know what the Council's capacity is to determine what the Commission needs from the Council.

Ms. Cochrane emphasized to Iqra Anjum [Chair, Youth Commission] that the Youth Council is going through a reconstruction period, which will have impact on the timeline she presented in her packet of information.

Ms. Jasin requested a friendly-amendment to the draft, asking that a job description of how Council members should work with the youth advisory team be created.

Iqra Anjum [Chair, Youth Commission] stated that young people want to know where they fit in. There needs to be more discussion to flush out the details of this draft.

Public Comment:

Sarah Lebeck [Treasure Island Job Corps.] asked to be added to the Youth Commission CBO list.

Jodi Schwartz, [Executive Director, LYRIC] stated that her organization has been looking at this issue and working on this issue for quite a while.

Ms. Cochrane noted that she sees the youth advisory team as a part of the Council,

members with their own working group.

Mr. Eagleson reported that the next steps are the following:

- Review all the feedback that was presented at this meeting with one of the Youth Employment Committee members and a Youth Council Committee member, coming back to the next the Youth Council meeting with a status update.

Ms. Jasin volunteered to be the Youth Council Committee member that would help with this process.

Agenda Item #8- Chair's Report (Discussion Item)

Ms. Cochrane announced that Maggie Donahue will be leaving the Youth Council Committee, and today was her last day on the committee. Mr. Steve Arcelona will be taking Ms. Donahue's place on the Council. Ms. Cochrane also noted that Mr. Eagleson is no longer a member of the Council and will now be staff to the committee, since he is now the Director of Youth Employment Policy in MOEWD. Maria Su at DCYF will be taking his place on the Council.

Agenda Item #9- Public Testimony on Non-Agenda Items (Discussion Item)

None

Agenda Item #10- Future Agenda Items (Discussion Item)

Ms. Jasin requested that a mid-year report from staff be presented on where the contractors are at up to this point.

Mr. Eagleson stated that at the next meeting the Council will discuss the youth engagement process, Council membership and the RFP process.

Agenda Item #11- Adjournment (Discussion Item)

Motion to adjourn the meeting was moved by Claudia Jasin and seconded by Vivian Stern-Turner.

Ayes: Ann Cochrane, Glenn Eagleson, and Maggie Donahue

Nays: None

Abstentions: None

Motion Passed

Meeting adjourned at 5:45pm

*All written materials distributed at the meeting are posted on the Private Industry Council's website [www.picsf.org](http://www.picsf.org), and are incorporated by reference herein.*

**ATTACHMENT #1  
(SEE AGENDA ITEM #7)**

**San Francisco Youth Commission's Youth Engagement San Francisco (YESF) Strategy for:**

**Workforce Investment San Francisco's Youth Council, the Mayor's Office of Economic and Workforce Development and the youth workforce system development**

**Our Vision:**

- **Develop a culturally relevant approach to education and economic self sufficiency**
- **A service strategy not done to youth but with youth**
- **A youth development model focus on engagement that breaks from traditional service delivery models. (YDRF, 2007)**

The Youth Employment Committee of the San Francisco Youth Commission will create a comprehensive youth engagement plan for the Youth Council of the board of Workforce Investment San Francisco

**Why do young people systemically need to be involved in the youth employment system?**

- Young people need to be involved because they are the only ones that can speak to their own experiences with the current youth employment system.
- Have the ability to outreach and resources to get effective and important information from other young people.
- Youth need to be at the table and have a say in the system impacting their lives
- Youth Council should have a strong basis in the youth constituency
- Have a knowledge of the current needs, and what is currently working and not working
- Can make youth-friendly recommendations to make it more effective and making it more attractive to other young people
- Keep decision makers grounded to youth issues and solidify the charge of the Youth Council

**The plan will include:**

- Policy recommendations
- Recommendations for requirements for RFP respondents
- Specific recommendations for youth membership  
Young people aged 14-24 who are or have experienced youth employment system in SF
- Specific projects for young people to work on

Retention plan: RFP process for community based organization to host the youth group

- Recommendations of training needs
  - Legislative
  - Budgetary
  - Youth employment system
  - Public speaking
  - Facilitation
  - Youth leadership

**If the plan is adapted and implemented, the Youth Council can expect:**

- Effective/well trained youth work group plugging into the Youth Council
- Project based work for system improvement
  - Improved processes (intake, assessment, etc.)
  - Develop/support youth employment quality standards
  - Improved case management
  - Youth-led training for adult youth workers
  - Surveys of youth workers in the youth employment system
- Youth lens/assessment of the current system
  - Focus groups
  - Surveys
- Specific policy/budget recommendations from a youth perspective
- Ways to connect to other advocacy efforts, especially the Youth Commission

**We expect that young people 14-24 that are in various youth employment systems or have experienced them will be recruited and trained to be a part of the youth advisory of the Youth Council, including youth from:**

- MYEEP
- NEW DIRECTIONS (MYEEP)
- JOBS FOR YOUTH
- JUMA VENTURES
- ENTERPRISE
- ONE-STOPS
- JVS
- NEW VENTURES
- CHALK
- DCYF
- Youth Council
- Community based organization hosting the youth work group
- Youth Commission consulting on the youth engagement plan

## **About Us**

San Francisco Youth Commission  
YOUTH EMPLOYMENT COMMITTEE:

### **IQRA ANJUM, 21, District 11**

Lived in San Francisco since 1996  
Graduate from SFUSD, Chair of Youth Commission 05-06, 06-07  
Student, UC Berkeley, College of San Mateo  
Spearheading city-wide youth engagement plan

### **MARQUEZ GRAY, 22, District 6**

Youth worker/advocate, CHALK since 16 years old  
Two years as a youth employee  
Three years of being an adult staff at a youth employment program  
Three years experience as an active member of the Youth Employment Coalition

### **DEONNA FRIERSON, 16, District 11**

Junior at Lincoln High school  
Former MYEEP worker (2005)  
Current Peer Court Youth Advocate (Teen Court, mediation, facilitation, trainer)

### **BRANDON FRANKLIN, 19, District 5**

Student at City College, attended Ida B Wells SFUSD  
Former YouthWorks participant  
Held many various low-wage jobs in retail, security, food service

### **RACHEL ANTROBUS, Staff**

Current Director of the San Francisco Youth Commission  
Help three Youth Council engage youth membership in Orange County, CA  
Seven years experience in youth workforce development inside One-Stops, schools and CBOs  
Trained in national and statewide tools for building effective Youth Councils

## Funding/Stipends

As Youth Commissioners, we are not stipended or otherwise compensated for our work, we request a modest fee for our consultation on this project.

We expect developing this plan, including an RFP, and some training on new processes will require about 10-15 hours/member. Given our current schedule, we are going to ask for two hours a week from our members to create the plan from now until mid-December.

We may have help from the Young Adult Team from the Transitional Youth Task Force, so we would ask for five youth to be funded to create this plan.

Consultation from Five Youth Commissioners	\$20/hour (estimated 20-25 hour/person)	
	TOTAL PROJECTED COST	\$2000-\$2500

## Preliminary Timeline

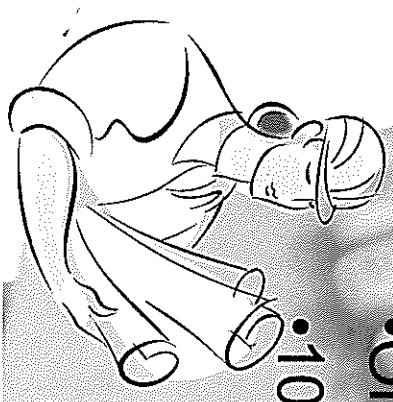
What	Who	By When
Flesh out the plan Present to Glenn, others	All Iqra, Marquez	November 07
Draft the plan and RFP	All	December 07
Read grant proposal and select grantee	YEC, Youth Council, MOEWD	January 08
Recruit, select and train youth advisory	By grantee	February 08
New Youth Council named	MOEWD	March 08
Youth Council's Youth Advisory meets regularly, ongoing	Youth Advisory	April 08

**ATTACHMENT #2  
(SEE AGENDA ITEM #4)**



# FREE CONSTRUCTION TRAINING @ Asian Neighborhood Design

- 14 weeks of hands on training
- Boots, Coveralls provided
- GED assistance
- \$50 weekly stipend
- Age 17 and up
- Women encouraged to apply!
- Orientation held every Thursday @ 10am
- 1021 Mission @ 6<sup>th</sup> 415- 575-0423



**ATTACHMENT #3  
(SEE AGENDA ITEM #5)**

## **Centralization of Workforce Development Efforts -- Legislation Overview**

The purpose of this legislation is to reorganize the City's workforce development efforts into one location within the Department of Economic and Workforce Development or successor department, in order to centralize workforce development policy and oversight, increase the effectiveness of workforce development service delivery, coordinate workforce development funding, eliminate duplicative services, fill gaps in services, and to create a single office that oversees the City's complimentary goals of preparing unemployed and underemployed individuals to become as economically self sufficient as possible, and assisting employers with locating and retaining skilled workers.

### **Phase 1**

- ID all workforce funds and expenditures
- Develop tracking method
- Develop funding allocation plan for general funds (inc match) for FY 2008-2009
- Manage all general funds

### **Phase 2**

- Continue to track workforce funds and expenditures
- Continue to manage all general funds
- Develop Funding allocation plan for all workforce development funds for FY 2009-10
- Develop plan and timeline for add'l centralization to improve efficiency and effectiveness

Funding allocation plan will include budgets, program plans, performance measures, and outcomes goals.

Development and review of Funding Allocation Plan will dovetail with budget process, provides opportunity for WISF to review prior to BOS review & approval.

### **MOEWD Director of Workforce Responsibilities:**

- Provide policy and oversight for all workforce funding and efforts in San Francisco
- Develop strategic and funding allocation plans
- Define and manage outcome data for all workforce programs
- Require City contractors to meet performance goals

### **Department Responsibilities:**

- Provide information of workforce funding
- Follow Director of Workforce's strategic direction on workforce activities
- Don't start any new programs without consulting MOEWD
- Enter MOU defining dept workforce responsibilities
- Administer workforce funds in accordance with Funding Allocation Plan

### **Workforce Investment Board Appointments:**

- The Mayor must EITHER: submit names of WISF members for approval OR appoint 2 members of the BOS to the WISF.

### **CBO Advisory Committee:**

- 7 member Committee – 4 appointed by BOS, 3 add'l by Homeless, Violence Prevention, and Transitional Youth Task forces
- Time limited, staggered terms reps of CBOs
- Will advise WISF on workforce priorities, job seeker needs

**ATTACHMENT #4  
(SEE AGENDA ITEM #6)**

**MOEWD/Youth Council Plan  
November 2007 – June 2008**

	<b>November - March</b>	<b>April - June</b>
<b>Operational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor existing contracts</li> <li>• Develop priorities and plan for 2008-09 funding, including One Stop services</li> <li>• Develop RFP, Review &amp; Selection Process</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor existing contracts</li> <li>• Selection of providers for 2008-09</li> <li>• Develop contracts with providers</li> </ul>
<b>Strategic Responsibilities</b>	<ul style="list-style-type: none"> <li>• Design &amp; Define the new Youth Council</li> <li>• Identify new members</li> <li>• Identify Youth Council scope of work for 2008</li> <li>• Inform/Engage providers</li> <li>• Finalize candidates for Youth Council</li> <li>• Invite/Solicit members in partnership with Mayor's Office</li> <li>• Plan orientation for new Youth Council and develop orientation materials</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint new Youth Council</li> <li>• Orient new members</li> <li>• Develop youth plan for services at One Stops</li> <li>• Adopt youth engagement strategy</li> </ul>
<b>Youth Council Meetings</b>	<ul style="list-style-type: none"> <li>• Discussion of Youth Engagement Strategy</li> <li>• Approve RFP process for 2008-09</li> <li>• Advise on membership criteria for Youth Council</li> <li>• Provide recommendations for YC orientation and engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Installation of new Youth Council</li> <li>• Orientation &amp; training</li> </ul>
<b>Glenn/MOEWD</b>	<ul style="list-style-type: none"> <li>• Research existing models and best practices of Youth Council structure and process. (Currently looking at Philadelphia, Boston, San Diego, Oakland, Hartford, Sonoma County and YCI)</li> <li>• Develop Youth Council reconstitution plan</li> <li>• Develop Youth Council membership criteria and identification process</li> <li>• Research and develop orientation materials</li> <li>• Research RFP's in other communities</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee orientation and training on new Youth Council</li> <li>• Outline strategic planning process for 2008 - 09</li> </ul>