

WORKFORCE INVESTMENT SAN FRANCISCO

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

MINUTES OF THE JANUARY 10, 2008 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:

Dana Fairchild, Benjie Williams, Claudia Jasin, Ann Cochrane (Chair), Steve Arcelona, Belinda Jeffries and Liz Jackson-Simpson

ABSENT:

Vivian Stern-Turner

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):

Glenn Eagleson, John Magrans, Betsy Baum, Lara Anjum, Larry Chatmon, Mark Cole, C. Rocha, Lanya Samuelsen, Dean Oshida, Alfredo Fajardo, Adam Nguyen, Jodi Schwartz, Ricardo Alva, Marc Majors, Monique Forster, Kriztina Palone,

Meeting began at 4:05 pm. Quorum was reached at 4:10pm.

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

Motion to pass the agenda was moved by Claudia Jasin and seconded by Benjie Williams.

Ayes: Ann Cochrane, Belinda Jeffries, Steve Arcelona, Liz Jackson-Simpson, and Dana Fairchild

Nays: None

Abstentions: None

Motion Passed

Agenda Item #2- Adoption of the Minutes from November 8, 2007 (Action Item)

Motion to pass the agenda was moved by Claudia Jasin and seconded by Dana Fairchild.

Ayes: Ann Cochrane, Benjie Williams, Steve Arcelona, Liz Jackson-Simpson, and Belinda Jeffries

Nays: None

Abstentions: None

Motion Passed

Agenda Item #3 – Director's Report (Discussion Item)

Mr. Glenn Eagleson [Policy Director of Youth Workforce Development, MOEWD] presented the following information:

- New staff for the Workforce Development Division of the Office of Economic and Workforce Development are: Elaine Calhoun and Kris Damalas [Business Services Unit], Betsy Baum [Data Management/Evaluations], and Larry Chatmon [Contract Management]
- All Workforce staff, except for Rhonda Simmons and Kriztina Palone, has moved to 30 Van Ness.
- Continue to meet with subcontractors on a bi-monthly basis to check-in and address challenges.
- Will be doing site visits and program monitoring in March.
- There will be two new Neighborhood Workforce Centers: Western Addition and Chinatown.

Agenda Item #4 - Update on Performance (Discussion Item)

Marc Majors [WIA Manager, MOEWD] presented the update on the youth provider's summary report for 07/01/07-12/31/07. Please refer to 'Hand-out #1' of the packet'.

Marc Majors reported the following information:

- Numbers were low, due in part to the transition of the PIC [Private Industry Council] responsibilities to Workforce Development.
- Collecting narratives from the subcontractors, on the challenges that they are facing with the transition process.

Mr. Eagleson referred the Council to the hand-out titled 'Workforce Investment Act – Youth Participant Comparative Demographic Report' (please refer to 'Hand-out #2). Mr. Eagleson explained that the hand-out was included to give the members an estimated snapshot of the youth that are being served through the WIA program.

Questions/Comments from the Council:

- What are the actual goals for San Francisco? Could there be another column on the hand-out that the goals could be listed for each category? What were the goals of the contractors?
- It was noted that there were a low percentage of young men that participated in the WIA programming, based on this hand-out. Why are we not attracting more young men into the programs?

Mr. Eagleson responded that this gender breakdown is consistent with other employment programs, and tends to be 55% female and 45% male. He also mentioned that for the next Council meeting, the hand-out will definitely include the planned goals.

Public Comment:

Jodi Schwartz [LYRIC], distributed a copy of a memo to the Council Members that Ms. Schwartz submitted to Ms. Rhonda Simmons, Director of Workforce Development, of MOEWD regarding the challenges her organization faced due to the transition between PIC and MOEWD.

Max Rocha [DCYF] asked the Council if 'Transgender' could be captured as a population in the data.

Alfredo Fajardo [MOEWD] replied that MOEWD would have to ask the State, whether or not categories can be added. A report on this response will be given at the next meeting.

Agenda Item #5 – Presentation on Youth Council Youth Engagement Strategy (Action Item)

Please refer to hand-out titled 'SF Youth Commission's Youth Engagement San Francisco (YESF) Strategy for the Youth Council of the WISF ('Hand-out #3 in the packet). Mr. Eagleson explained to the Council that they would be hearing from Iqra Anjum [Youth Commission] about recommendations the Youth Commission are making to the Youth Council. The Council will vote today on the concept of the strategy, not the strategy directly. (Please refer to Hand-out #4)

Iqra Anjum [Commissioner, Youth Commission], presented the Youth Engagement Strategy. Ms. Anjum [Youth Commission] has been on the Youth Commission for 3 years and is now the Chair of the Youth Employment Committee of the Youth Commission.

The purpose and plan of the Youth Engagement Strategy includes:

- 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

Questions/Comments by the Council:

-Why wouldn't this strategy be administered by the Youth Commission versus the Youth Council Committee?

Iqra Anjum [Youth Commission] responded that the Youth Engagement Strategy will sit under the Youth Council because the Youth Commission does not have the capacity to oversee this

strategy. Mr. Eagleson added that the Youth Commission is not set up to take on the Workforce System, and the commissioners are not paid, they volunteer. Due to the amount of work that will be required from this Youth Advisory team, it would be better suited for the strategy to be implemented by the Youth Council.

-What is the funding availability for this process?

Mr. Eagleson responded that MOEWD has funds targeted (General Fund dollars) for this process, but only for the next 15 months. After that, funding will need to be secured to continue the Youth Engagement Strategy.

-How is the Council going to implement this strategy before the restructuring of the WIB and the Youth Council occurs?

Mr. Eagleson emphasized that the strategy is an effort to do pre-planning. The strategy is not set in stone. The Youth Commission was asked to do the visioning for this process. Ms. Cochrane also added that there has never been youth voice on this Council and it is important to make that a priority as we are moving forward with the new Council.

Ms. Belinda Jeffries suggested that the Council needed a more detailed work plan before releasing the RFP.

Ms. Jasin pointed out that through this strategy, the Council is trying to set up a structure that supports two young people to be on the Council that has a subcommittee of youth and a community based organization supporting these two youth to be on this council. Ms. Jasin also added that in terms of sustainability for this process, the Council might want to add that the CBO's be responsible for exploring the possibility of private funding for this effort.

Public Comments:

Jodi Schwartz [LYRIC] encouraged the Council to really get this strategy implemented from the very beginning of the new Youth Council. Ms. Schwartz recommended Youth In Focus as an agency to consider being the organization that supports this strategy.

Mr. Eagleson addressed the memo that was submitted to the Youth Council members (please refer to Hand-out #4).

Questions/Comments by the Council:

- Change the language of the proposed motion to the following:
- Instead of the use of "RFP" use "RFQ"
- Add that the host organization cannot be a recipient of WIA funds from the City and County of San Francisco.

Public Comment:

Jodi Schwartz, [LYRIC] stated that the role of the CBO to provide support to the youth in this process, is more than just mentoring it. It is much more sophisticated than that.

Motion to authorize MOEWD staff to work with the Youth Employment Committee of the Youth Commission to develop an RFQ process including the selection of an organization to serve as the "host organization" of the youth advisory team, who will not receive funding from the Workforce Development Department of the City and County of San Francisco was moved by Steve Arcelona and seconded by Liz Jackson-Simpson.

Ayes: Ann Cochrane, Benjie Williams, Claudia Jasin, Dana Fairchild,

Nays: Belinda Jeffries

Abstentions: None

Motion Passed

Agenda Item #6 – Strategic Planning for New Youth Council (Discussion Item):

Ms. Cochrane framed this discussion for the Council. (Please refer to hand-out #5).

Questions/Comments by the Council:

-With the reconstitution of the Youth Council, will the Council become a decision making body along with being in advisory role to the WIB?

Ms. Cochrane pointed out that with the recruitment of high-level members to sit on the Council; the goal is to get people who have decision making authority in their respective departments and organizations to be on this new Council. Mr. Eagleson also added that it is possible to try to codify in the WIA by-laws, in compliance with the Federal regulations how to delegate as much authority to the Youth Council for Youth Workforce money, but it might have to be presented and approved by the WISF first.

Ms. Cochrane asked the Council to review the document (Hand-out #6) and come to the next Youth Council Meeting with comments or questions about the information detailed in this document.

Agenda Item #7- Chair's Report (Discussion Item)

Ms. Cochrane welcomed the two new appointees of the Youth Council Committee. Please refer to 'Hand-out #7. She also reminded the Council that they will not be meeting in February, and will resume meeting in March.

Mr. Eagleson introduced Monique Forster [MOEWD] who will be taking on the role of Council Secretary.

Agenda Item #8 – Public Testimony on Non-Agenda Items (Discussion Item)

None

Agenda Item #9 – Future Agenda Items (Discussion Item)

None

Agenda Item #10- Adjournment (Discussion Item)

Motion to adjourn the meeting was moved by Claudia Jasin and seconded by Dana Fairchild.

Ayes: Ann Cochrane, Vivian Stern-Turner, Benjie Williams, Liz Jackson-Simpson and Belinda Jeffries

Nays: None

Abstentions: None

Motion Passed

Meeting adjourned at 6:15pm

All written materials distributed at the meeting are posted on the Office of Economic and Workforce Development's website www.owd.org, and are incorporated by reference herein.

**HANDOUT #1
(SEE AGENDA ITEM #4)**

**MAYOR'S OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
WORKFORCE INVESTMENT ACT**

**YOUTH PROVIDERS SUMMARY REPORT
JULY 1, 2007 TO DECEMBER 31, 2007**

PROVIDER	Enrollments			Carry-In 06/07	Follow-Up 06/07	Placements		Diploma or Cert.
	Actual	Annual Goal	%			Job	Ed.	
Asian Neighborhood Design	5	14	36%	4	4	1	3	4
Family Service Agency of San Francisco	2	21	10%	8	14	3	3	1
IndoChinese Housing Development Corporation	15	55	27%	53	NR	12	NR	NR
International Institute of the Bay Area	5	22	23%	19	NR	NR	NR	NR
Larkin Street Youth Services	17	25	68%	17	NR	NR	NR	1
Lavender Youth Recreation & Information Center	5	20	25%	7	NR	1	NR	NR
Mission Hiring Hall	4	15	27%	9	NR	NR	NR	NR
Mission Language & Vocational School	13	20	65%	2	1	1	NR	3
New Door Ventures	7	19	37%	7	31	4	NR	1
Renaissance Parents of Success	11	23	48%	0	NR	1	2	NR
SF Sheriff's Department	10	22	45%	12	NR	4	2	1
TOTAL	94	256		138	50	27	10	11

*NR = None Reported

HANDOUT #2
(SEE AGENDA ITEM #4)

**WORKFORCE INVESTMENT ACT - YOUTH PARTICIPANT
COMPARATIVE DEMOGRAPHIC REPORT**

As of 12/06	WIA Youth	%	As of 11/07	WIA Youth	%
Total Participants	257		Total Participants	174	
Carry-In from previous year	161	63%	Carry-In from previous year	140	80%
New Participants	96	37%	New Participants	34	24%
Total Exits	63	25%	Total Exits	15	9%
Entered Employment	17	27%	Entered Employment	8	53%
Training Related Placement	13	21%	Training Related Placement	3	20%
Entered Military Service	0	0%	Entered Military Service	0	0%
Entered Qualified Apprenticeship	3	5%	Entered Qualified Apprenticeship	0	0%
Entered Post-Secondary Education	28	44%	Entered Post-Secondary Education	2	13%
Entered Advanced Training	11	17%	Entered Advanced Training	2	13%
Attained Certificate/Degree	12	19%	Attained Certificate/Degree	2	13%
Attained HS Diploma or GED	8	13%	Attained HS Diploma or GED	2	13%
Returned to Secondary School	6	10%	Returned to Secondary School	1	7%
Exits Excluded from Performance	0	0%	Exits Excluded from Performance	0	0%
Other Exits	60		Other Exits	14	
Gender			Gender		
Female	160	62%	Female	113	65%
Male	97	38%	Male	61	35%
Age			Age		
14-18	155	60%	14-18	108	62%
19-21	102	40%	19-21	66	38%
Ethnicity:			Ethnicity:		
American Indian/Alaskan Native	0	0%	American Indian/Alaskan Native	1	1%
Asian	64	25%	Asian	48	28%
Black/African American	91	35%	Black/African American	66	38%
Hawaiian Native/Other Pacific Islander	4	2%	Hawaiian Native/Other Pacific Islander	1	1%
White	23	9%	White	15	9%
Hispanic or Latino	77	30%	Hispanic or Latino	47	27%
Barriers to Employment:			Barriers to Employment:		
Disabled	44	17%	Disabled	34	20%
Limited English Proficiency	23	9%	Limited English Proficiency	20	11%
Single Parent	19	7%	Single Parent	166	95%
Low Income	249	97%	Low Income	0	0%
Offender	32	12%	Offender	19	11%
Homeless	11	4%	Homeless	7	4%
Runaway Youth	0	0%	Runaway Youth	2	1%
Pregnant/Parenting Youth	27	11%	Pregnant/Parenting Youth	18	10%
Youth needing additional assistance	94	37%	Youth needing additional assistance	104	60%
Basic Literacy Skills Deficient	186	72%	Basic Literacy Skills Deficient	125	72%
Substance Abuse	13	5%	Substance Abuse	7	4%
Foster Youth	13	5%	Foster Youth	17	10%

HANDOUT #3
(SEE AGENDA ITEM #5)

DRAFT 1/8/08

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
- Training for adult members on Youth Council cultural competency and how to effectively engage with young people (provided by YESF)
- 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 (Ed de Jesus model)

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

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

**HANDOUT #4
(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

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.

**HANDOUT #5
(SEE AGENDA ITEM #6)**

Roles of Youth Council¹

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

¹ (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.

HANDOUT #6
(SEE AGENDA ITEM #6)

YOUTH COUNCIL MEMBERSHIP

The WIA specifies the categories of members who must be represented on the Youth Council. These are presented in the column on the left. In addition to the required Council members named in WIA, examples of organizations and individuals for your consideration for Youth Council membership are presented in the middle column. Criteria that could be considered when identifying members are listed in the column on the right.

The Act states that membership:

(A) shall include:

(i) members of the local board...with special interest or expertise in youth policy;

(ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;

(iii) representatives of local public housing authorities;

(iv) parents of eligible youth seeking assistance under this subtitle;

(v) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and

(vi) representatives of the Job Corps, as appropriate; and

(B) may include such other individuals as the chairperson of the local board, in cooperation with the chief elected official determines to be appropriate

Examples of organizations and individuals to consider:

- Businesses (chief executive officer or human resources director)
- Organized labor leader
- School district superintendent
- School district director of guidance or pupil personnel services
- College or University president
- County or municipal Youth Bureau director
- WIA youth services director
- STW partnership coordinator
- Executive director of community-based organization that serves youth
- Department of Labor regional director
- Executive of agency that serves individuals with disabilities
- One-Stop Career Center manager
- Adult education director
- Alternative education program director
- County social services commissioner
- Regional or local providers of substance abuse services
- Health department director or commissioner
- Faith-based youth leader
- Local or County Youth Services Depts.

Criteria that could be considered when identifying members:

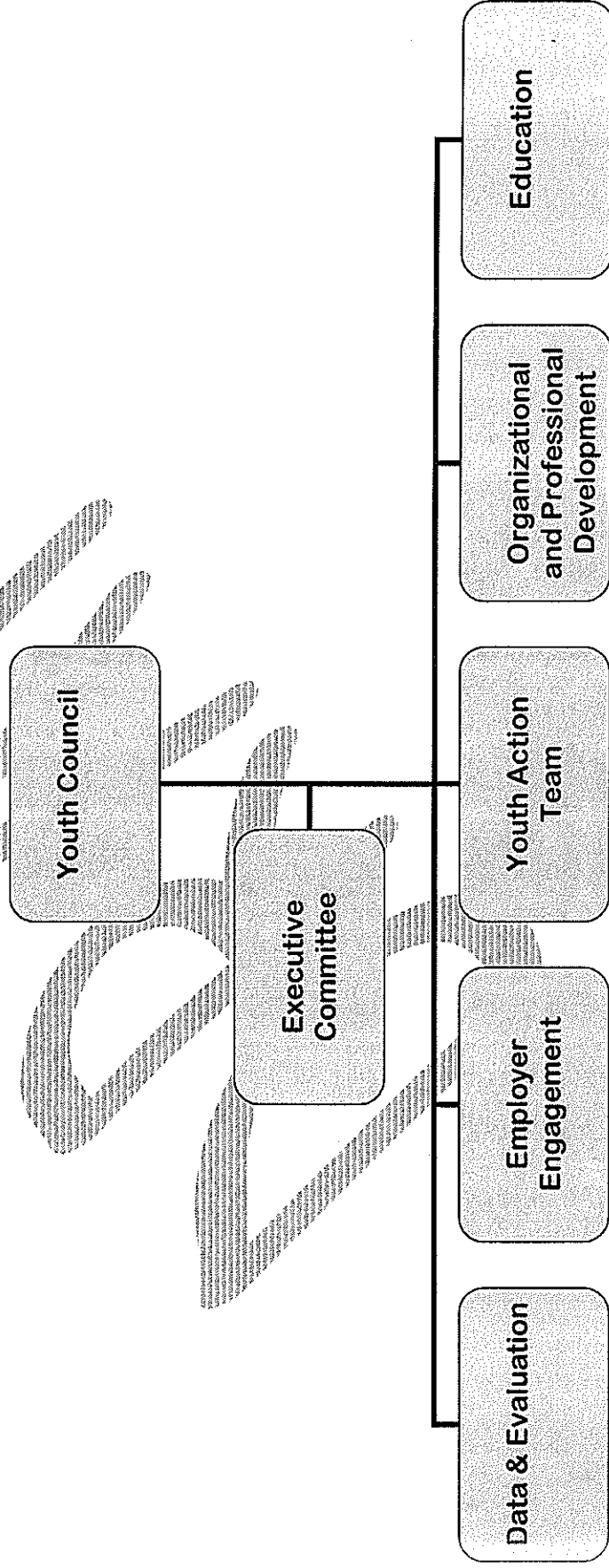
- Meets membership requirements under WIA
- Includes several WIB members who meet Youth Council membership requirements
- Represents a significant customer group, e.g., employers
- Represents a significant provider of youth workforce development services, e.g., secondary education
- Represents a significant target population or special need, e.g. disabilities
- Represents geographic diversity
- Represents racial and ethnic diversity
- Represents more than one membership category, e.g., a business representative who is a school board member
- Demonstrates interest and willingness to contribute to the work of the Council
- Experience and effectiveness as a decision-maker
- Effective relationship and coordination with elected officials

Youth Council Organizational Structure

Executive Committee – Responsible for coordination of Youth Council activities and decision-making between meetings. Consists of the Chair of the Youth Council and of each committee, as well as others appointed by the Chair. Members must be members of the Youth Council. Meets monthly.

Committees: (Includes both Youth Council members and others from community with expertise)

- Data/Evaluation – includes outcomes and application of quality standards, as well as data collection and planning
- Employer Engagement – ensures that the youth workforce development system is aware of and responsive to workplace needs
- Youth Action Team – team of youth to conduct research and project-based activity to improve youth workforce delivery system
- Organizational and Professional Development – development/adoption of quality standards, competencies and strategies for organizational/professional improvement
- Education – includes K-12 and postsecondary



SCOPE OF WORK OF THE YOUTH COUNCIL¹

A first step in the formation of a Youth Council is to determine the scope and roles of the Council. How these are defined will shape the role the Council will play in the region, and how it could potentially relate to a broad range of workforce development programs for youth. The Youth Council together with the WIB will define the Council's scope and roles. Presented below are some continuums of options to consider in defining the scope of the Youth Council. The minimum roles are presented in the left-hand column; broader roles are listed in the right-hand column.

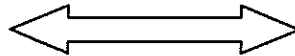
Advisory to the WIB



Decision-Making

Will the Youth Council serve in an advisory capacity to the WIB, making recommendations that are then acted on by the WIB, or will the WIB delegate certain decision-making authority to the Council, e.g., making decisions on youth funding under WIA?

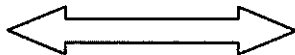
Targeted Programs



Comprehensive System-Building

Will the Youth Council deal with those targeted programs that will be directly supported under WIA, or will it work to develop a more comprehensive and integrated system of workforce development programs and services for youth?

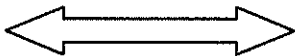
"Eligible" Youth



All Youth

Will the Youth Council deal only with eligible youth under WIA, or will it help to develop a stronger "emerging workforce" including students enrolled in the high schools in the region?

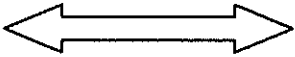
Deficit Reduction



Asset-Building

Will the Youth Council focus its efforts on the deficiencies and problems of at-risk youth and strategies to alleviate those deficiencies and problems, or will it focus on the strengths or assets of youth and seek strategies to develop and capitalize on those assets?

WIA Youth Funds



WIA Youth and Leveraged Funds

Will the Youth Council deal with programs that are directly supported with WIA funds or will it deal with a broader array of workforce development programs for youth that are supported with a wider range of funds from various sources?

¹ Adapted from the *YOUTH COUNCIL TOOLKIT: Information And Options For Forming Youth Councils Under The Workforce Investment Act*

HANDOUT #7
(SEE AGENDA ITEM #7)

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

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.