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Administrative Offices & Employer Services

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Website: <http://www.seta.net>



SPECIAL MEETING OF THE SACRAMENTO WORKS, INC. YOUTH COUNCIL

Date: Tuesday, April 13, 2004

Time: **4:00 p.m.**

Location: SETA - Shasta Room
925 Del Paso Blvd.
Sacramento, CA 95815

A G E N D A

1. Call to Order/Roll Call

Category #1: Organize/Optimize

2. **Consent Item:** Approval of March 5, 2004 Minutes
3. **Action Item:** Review and Approval to Modify the Youth Council meeting attendance policy

Category #2 Youth Voice: No report

Category #3 Engaging, Educating & Coordinating – Youth, Community & Projects

4. Report back from Youth Council Workgroups
 - * Youth Leadership & Support
 - * Community Awareness
 - * Positive Career Development
 - * Evaluation & Quality Assurance
5. **Action Item:** Review and Approval of Prioritization of Youth Council Workgroup activities

6. **Other Business – Members of the Board and public**

NEXT MEETING: THURSDAY, MAY 6, 2004

Members: Dr. James Hernandez (Chairperson), Yolette Barnes, Mike Brunelle, LaShelle Dozier, Patricia Espinosa, Deanna Hanson, John Koogle, Rick Larkey, Gerry Lawrence, Bina Lefkowitz, Jennifer Lopez, Maurice Read, Anthony Simpson, Larry Sinor, Keri Thomas, William Warwick.

DISTRIBUTION DATE: WEDNESDAY, APRIL 7, 2004

SACRAMENTO WORKS, INC.
YOUTH COUNCIL
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, March 5, 2004
4:00 p.m.

1. **Call to Order/Roll Call:** Dr. Hernandez called the meeting to order at 4:03 p.m.

Members: Dr. James Hernandez, Yolette Barnes, Mike Brunelle, LaShelle Dozier, Rick Larkey, Gerry Lawrence, Bina Lefkowitz, Anthony Simpson, Larry Sinor, William Warwick.

Members Absent: Deanna Hanson, John Koogle Jennifer Lopez, Maurice Read, Keri Thomas.

Others Present: Mark Snaer, Christine Welsch, Kathy Kossick, Mauricio Camavema, Anne Campanelli (San Juan USD), Maria Madril (Sacramento City USD), Andy Jones (Grant Joint Unified High School District), Glen White.

Category #1: Organize/Optimize

2. Consent Item: Approval of February 5, 2004 minutes

The minutes were reviewed; no questions or corrections.

Moved/Lawrence, second/Sinor, to approve the minutes as distributed.
Voice Vote: Unanimous approval.

3. Review of Youth Council meeting attendance

The attendance roster was reviewed. Ms. Welsch stated that the retreat attendance will be added at a later date. There is a policy on attendance but it has not been enforced. A copy of the attendance policy will be provided at the April meeting.

Category #2 Youth Voice: Report from WIA Youth Collaboratives

Sacramento City Unified School District (EMPOWER): Ms. Maria Madril from EMPOWER provided an overview of this program. Ms. Madril stated that they work to get the kids their GED certificate. If the youth already have high school diplomas, but cannot read or write very well, they go to adult education to bring their skills up to par. The youth participate in a variety community programs. Ms. Madril stated that their partners include Asian Resources, MAP, and California Indian Manpower Consortium.

Grant Joint Union High School: Mr. Andy Jones, program coordinator at Las Palmas distributed an update on their program. This program currently partnerships with the Hillsdale Career Center for registration purposes as well as

the Mutual Assistance Network and San Juan for a major youth conference. They are targeting 25 kids and are hoping to carry 33 students for the year. Currently five of their students are in unsubsidized employment. Most of their youth are foster youth and will be emancipating shortly. Mr. Jones spoke of a leadership activity where the youth served 150 lunches to feed the homeless at three locations. The Second Annual Attitude Explosion will be held at the Holiday Inn-East this year and he distributed letters of soliciting funds for the program. They are soliciting for funds for scholarships to offer this May 21-22 will be the program. They have received a large donation from the City of Citrus Heights. Grant also has a youth mapping project. They will also start a mentoring project at the Children's Receiving Home with a grant that they received.

Category #3 Engaging, Educating & Coordinating – Youth, Community & Projects

4. Break out into workgroups

The Youth Council broke into workgroups and went back into open session at 5:00 p.m.

5. Report back from Youth Council Workgroups

- **Youth Leadership & Support:**

Ms. Lefkovitz reported that the workgroup looked at a workplan for youth mapping and they will probably have their proposal in April or May. Ms. Madril stated that in order for the mapping to be successful there has to be follow-up from the Youth Council to ensure that it is successful. If you just cut the kids off at the mapping, it doesn't really mean anything to the kids. They need structure. Perhaps do the mapping and then have an evaluation of the mapping project.

- **Community Awareness and Positive Career Development - Met together.**

Mr. Snaer went over a timeline for the summer youth employment project. A marketing plan is being developed and members of the Youth Council are involved. Gerry Lawrence and Andy Jones and Anthony Simpson have agreed to work on this.

Mr. Brunelle stated that if we are gearing up a program, there has to be a group of more than just one or two involved. The Youth Council has to use all of our contacts to promote and try to convince people to hire the summer youth. We are promoting unsubsidized employment for youth this summer. Mr. Brunelle asked for business cards for Youth Council information and contact information. Ms. Welsch stated that the youth targeted for this activity will be non-WIA youth as the WIA enrolled youth have a summer component as part of their plan. Ms. Welsch stated that there might be some youth participating in a two-three day 'boot camp' to get them ready for a job.

Ms. Madril suggested that the kids be required to go through the boot camp and give the kids a certificate that states that the kids have gone through pre-employment skills training. Mr. Snaer inquired if the Youth Council wants to establish a minimum standard for all kids to go through the training.

At an earlier meeting, Ms. Hanson distributed information on the Raley's certificate program. Ms. Welsch stated that there is a group called "The Big Funders" that consider communities for youth funding. The funders will pool their resources toward this effort. The criteria is that there must be an intermediary in the community, there must be a WIA program and Youth Council, and a school reform element, as well as strong business and community involvement. The "Big Funders" will be releasing an RFP this spring. At risk, out-of-school kids will be targeted with the funds.

- **Evaluation & Quality Assurance**

Mr. Brunelle reported that the workgroup just met before the meeting. They talked about looking at two different evaluation models. The first will be getting feedback about our participants. This will begin with the development of a survey to get feedback about our participants. Secondly, we will be evaluating the actual programs. This will be a nice venue for Youth Council members to get to know the actual people working at the sites. The workgroup will be meeting March 23 at SETA.

Dr. Hernandez suggested that when the committees meet that perhaps an invitation can be extended to people from the different agencies involved.

6. Other Business – Members of the Board and public

The next meeting will be April 1.

Ms. Welsch reported that during the month of May, staff will begin to review program performance for the providers and will be bring recommendations to the Youth Council in June regarding the extensions for the youth service providers. Staff will have the 3rd quarter evaluations by the end of April which will be utilized to provide recommendations on the extensions.

7. Adjournment: Meeting adjourned 5:22 p.m.

ITEM 3 - ACTION

REVIEW AND APPROVAL TO MODIFY THE YOUTH COUNCIL MEETING ATTENDANCE POLICY

BACKGROUND:

On April 11, 2002 the Sacramento Works Youth Council implemented a Youth Council Meeting Attendance Policy. This policy was subsequently approved by the SETA Governing Board on May 2, 2002. The policy indicates that a member who misses three consecutive meetings voluntarily resigns their seat on the Youth Council. It was suggested that the policy should be three missed meetings per year.

The current Youth Council Meeting Attendance Policy is attached. The member attendance roster for 2003 and 2004 is under separate cover.

RECOMMENDATION:

Approve one of the following options.

Option 1: Maintain current Meeting Attendance policy.

Option 2: Revise Meeting Attendance policy to reflect three missed meetings in a calendar year.

RESOLUTION NO.: 2002-2

**APPROVAL OF A RESOLUTION INSTITUTING AN ATTENDANCE AND REMOVAL
POLICY FOR YOUTH COUNCIL MEMBERS**

WHEREAS, The Youth Council reasonably expects and demands the fullest participation of its members in order to carry out and discharge its duties; and

WHEREAS, regular attendance and participation at meetings of the Youth Council is the most productive method for fulfilling the role of a Youth Council member; and

WHEREAS, from time-to-time members find they are unable to attend meetings on a regular basis but for whatever reason are reluctant or unwilling to voluntarily relinquish their seat on the Council; and

NOW, THEREFORE THE COUNCIL finds it is in the best interest of the Council to adopt a policy regarding attendance as follows:

Any Member of the Youth Council who misses three consecutive meetings of the Youth Council (regularly called meetings or duly called special meetings) shall be deemed to have voluntarily resigned his/her seat on the Youth Council upon the adjournment of the third meeting. The resignation shall be automatically effective without further action by the Council or the appointing authorities, Sacramento Works Inc. and the SETA Governing Board. The Council shall report the vacancy to the appointing authorities and ask for a new appointment forthwith, unless any member of the Youth Council makes a motion, which is seconded and adopted by a majority vote before adjournment of the meeting which constitutes the third missed meeting for the affected member.

The Youth Council recommends the adoption of the attendance policy to SETA Governing Board and the Sacramento Works, Inc. board.

On a motion made by Youth Council member, Maurice Read, seconded by Youth Council member Fred Teichert, the foregoing Resolution was passed and adopted by the Sacramento Works Youth Council, State of California, this eleventh day of April, 2002, by the following vote, to wit:

Ayes: Unanimous
Noes:

ATTEST:

Nancy Hogan
Clerk of the Boards

James Hernandez
Chairperson, Youth Council

ITEM-4 INFORMATION

REPORTS FROM YOUTH COUNCIL WORKGROUPS

WORKGROUP: Positive Career Development - Work-Scholarship Initiative

Mission:

- To increase rate of graduation and numbers of at-risk students prepared for higher education and/or employment within the greater Sacramento region
- To provide employment opportunities for Youth in the greater Sacramento region

Action Steps: Pilot program to begin Spring 2004

- Collaborate with Raley's and Sacramento Works (WIB Youth Council) to develop a proposal for funding from a foundation (complete by 3/15/04)
- Work with Burbank High School to recruit and select initial student group (complete by 4/30/04)
 - Identify and work with participants beginning in 9th grade and continuing with long-term support for at least two years beyond high school graduation
- Select and work with youth provider to develop curriculum and schedule summer 2004 class requirements (complete by 4/30/04)
- Begin after school and summer sessions two days per week
- Mentor, train and develop these students for two to three semesters preparing them for paid positions at age 16
 - Collaborative model with instructors from school, youth programs and employers' training departments
- Develop funding sources
- Meet with other potential employers to deliver proposal for their involvement

Outcomes

- Increase school attendance
- Improve academic performance
- Develop job-readiness and social skills
- Provide paid work experience
- Increase graduation rates
- Increase college success rates

Reports From Youth Council Workgroups (Continued)

WORKGROUP: Community Awareness - Summer Jobs for Youth

Work Group Goal:

- Increase community awareness of the Sacramento Works Youth Council
- Promote youth employment to Sacramento employers

Summer Jobs for Youth goal:

- Match 250 youth with summer employment opportunities. Target group – 16 to 18 years of age.

Market Summer Jobs for Youth to Sacramento community

- Develop marketing strategy to raise awareness in the community
- Develop marketing materials to promote youth employment

Preparation for employment

- May 2004 - Conduct several workshops throughout the county preparing youth to find and retain employment for the summer - targeting all SWCC sites
- Workshops held after school with an option for one weekend session.
- Up to three current providers would be invited to conduct pre-employment workshops
- Job Corps will assign three staff to assist in the workshop facilitation
- Three youth workers will be assigned to the team to assist in workshop facilitation and job matching
- Pre-employment workshops
- Will require overtime to staff career centers in evenings and/or weekends
- Participating students will receive a student bus pass

Job Matching

- Sacramento Works needs to identify 250 jobs. The expectation is that the Youth Council members will assist in this effort.
- Youth Specialists would be responsible screening and matching youth to employment.
- Temporary Job Developer to assist in the effort
- Staff will be assigned to provide coordination and oversight for the summer

Reports From Youth Council Workgroups (Continued)

WORKGROUP: Youth Leadership & Support

Committee Goal: To ensure Resources, Support and Leadership Opportunities for Youth

Youth Engagement has been a priority in the Youth Council strategic plan since the beginning of the Council and was noted in its first strategic plan. In fiscal year 2003, the Sacramento Works Youth Council solicited proposals for Youth-Led Projects to increase the youth leadership activities in Sacramento County. In 2003, the Council funded one agency, La Familia Counseling Center, to conduct a youth mapping project for the 95820 zip code. In fiscal year 2004, Youth Mapping was included as a youth leadership activity in the WIA Youth Request for Proposals. Six agencies were funded to engage youth in leadership activities by conducting a youth mapping project. The six mapping projects have identified issues/questions in their communities, gathered data through research and surveys, and have identified gaps/deficits in their communities. The technical assistance and resources needed to empower youth to change events, services and priorities in their communities have not yet been made available to the youth mappers.

The goal of youth mapping is to connect youth to their community by providing opportunities for youth leadership and to link gathering information about the community to taking action to change the community. Youth mapping is a developmental activity for youth, but it is also a community development and social action activity. Youth mappers can also be viewed as “consultants” to the Youth Council, providing research on questions that can inform Youth Council policy decision. The following are three goals of the youth mapping effort:

1. Provide youth with a process by which to identify gaps/deficits in their community
 - Think up the research question about the neighborhood/community that needs to be answered/addressed. This question can be defined by the youth or by the Youth Council
 - Research the question, survey the community, and map the responses. This can be classic mapping of resources and/or surveys and interviews
 - Identify gaps/deficits in the community or identify issues or concerns
 - Present findings to the Youth Council
2. Empower Youth to develop leadership and employment skills
3. Change events, services, and or priorities in their communities
 - Youth identify social or civic actions that can be taken to improve the situation in the community
 - Youth develop and implement an action plan
 - Youth present the plan to policy bodies and local leaders to gain support for action around issues identified by the youth.

National Picture of Youth Mapping:

- Youth mapping not only provides leadership opportunities but address the Youth Council interest in learning where there are gaps in services for youth to help the Youth Council hone SETA resources as well as identify areas where additional funding/partnerships are needed to help create “one system” around SETA WIA youth.
- Youth Mapping provides youth with various skills that can benefit them as future employees: skills on working in a team, research skills (setting up survey instruments, interviewing, data input, data interpretation) writing skills, reading skills, oral presentation skills, analytical skills, problem solving skills.
- Youth leadership, community service, work experience is three of the WIA 10 elements addressed by youth mapping.
- Involving youth in their community is known to be a critical strategy to ensure youth are able to navigate challenges in their lives by being connected to community resources and to decrease risky behaviors by having the chance to give back and help others.
- Connection to community is shown as an important factor in the positive development of youth. More recently, the research has shown that involving youth in community development activities leads to better outcomes for youth, especially older youth and youth from low income and minority backgrounds.
- Youth Mapping addresses several goals areas of the 2004 strategic Plan for the youth commission: Youth Resources and Support (identifying community resources and gaps), Greater Community Awareness of the youth council (youth mapping can be a vehicle to give youth in our community better press as well as good press for the Youth Council), Youth ready for work (Youth mapping teaches youth pre-employment and other job related skills), and functional youth network (by linking youth mapping to the Youth Council employment agenda).

RECOMMENDATION FOR YOUTH MAPPING FOCUS IN 2004-2005

The Committee has two recommendations for implementing Youth Mapping in the next year:

Recommendation 1 – (May 1 – Augusts 30, 2004)

Focus on action planning and social activism based on results received from the current Youth Mapping Projects which are focused on issues defined by youth at the neighborhood/community level. This phase will complete the mapping projects that are currently in the data collection phase. Phase 1 will include the following components.

- Youth mappers and Youth Specialists will analyze the results of their surveys and identify the gaps/needs in their community. They will receive technical assistance and training on developing an action plan. (\$2,500)
- Youth would be hired for 20 hours per week during the summer. 10 hours would be spent implementing the action plan. 10 hours would be spent in activities focused on making career centers more youth friendly and in assisting youth find summer employment.

(20 hours per week x 8 weeks x \$8.00 per hour x 30 youth = \$38,400).

- At the end of the summer, youth would participate in a two-day meeting to report out on results/accomplishments of the action plan. (\$2,000)
- Staff will be assigned to provide coordination and oversight for the summer project. \$7,500.

Recommendation 2: Redesign for FY 2005/2006

The Committee members are recommending that we spend the next year continuing to learn about how youth mapping projects can enhance leadership development, develop employment skills, and contribute to the policy work of the Youth Council. We propose including youth mapping in the Request for Proposals that will be released in FY 2005. The lessons learned over this next year will be incorporated into the RFP and will include, at a minimum:

- A research question that will be developed by the Youth Council (i.e., what employment opportunities and challenge exist for youth in the county)
- Clearly identified responsibility for coordination of the mapping project (possibly more centralized to ensure greater consistency of data collection and research) Increased support for agencies to oversee mapping team in their community?
- Paid mappers- possibly a countywide summer mapping project with the fall and spring for action planning and implementation
- Standardized surveys
- Centralized data collection systems
- Training and support to mappers and staff or the program
- Mini Grants
- Regular reports to the Youth Council on progress, findings and recommendations
- Evaluation of the effort and its impact on the youth, the Youth Council and the community
- Public relations campaign to promote the mappers project and SETA's role.

ITEM-5 ACTION

REVIEW AND APPROVAL OF PRIORITIZATION OF YOUTH COUNCIL WORKGROUP ACTIVITIES

BACKGROUND:

Three distinct activities have emerged from the Youth Council workgroups. The activities are:

- Community Awareness - **Summer Jobs for Youth**
- Positive Career Development - **Work-Scholarship Initiative**
- Youth Leadership & Support - **Youth Resource Mapping**

To fully implement each activity will require financial and staffing resources. SETA is anticipating some carryover WIA Youth funding that could be used to support a portion of the activities.

RECOMMENDATION:

Approve one of the three following options:

Option 1 - Recommendation for **Youth Mapping** Focus in 2004-2005 May 1 – Augusts 30, 2004

Focus on action planning and social activism based on results received from the current Youth Mapping Projects which are focused on issues defined by youth at the neighborhood/community level. This phase will complete the mapping projects that are currently in the data collection phase. Phase 1 will include the following components.

- Youth mappers and Youth Specialists will analyze the results of their surveys and identify the gaps/needs in their community. They will receive technical assistance and training on developing an action plan. (\$2,500)
- Youth would be hired for 20 hours per week during the summer. 10 hours would be spent implementing the action plan. 10 hours would be spent in activities focused on making career centers more youth friendly and in assisting youth find summer employment.
(20 hours per week x 8 weeks x \$8.00 per hour x 30 youth = \$38,400).
- At the end of the summer, youth would participate in a two-day meeting to report out on results/accomplishments of the action plan. (\$2,000)
- Staff will be assigned to provide coordination and oversight for the summer project. \$7,500.

Approximate cost: **\$50,400**

Option 2 - Recommendation for **Summer Jobs for Youth**

- Match 250 youth with summer employment opportunities. Target group – 16 to 18 years of age.

Preparation for employment

- May 2004 - Conduct several workshops throughout county preparing youth to find and retain employment for the summer - targeting all SWCC sites
- Workshops held after school with an option for one weekend session.
- Up to three current providers would be invited to conduct pre-employment workshops
- Job Corps will assign three staff to assist in the workshop facilitation
- Three youth workers will be assigned to the team to assist in workshop facilitation and job matching
- Pre-employment workshops (staffing & materials) \$6,000
- Will require overtime to staff career centers in evenings and/or weekends - \$2,500
- Participating students will receive a student bus pass (\$20 X 250) - \$5,000

Job Matching

- Sacramento Works needs to identify 250 jobs. The expectation is that the Youth Council members will assist in this effort.
 - Youth Specialists would be responsible screening and matching youth to employment.
 - Temporary Job Developer to assist in the effort - \$5,000
 - Staff will be assigned to provide coordination and oversight for the summer - \$7,500
- Approximate total cost: **\$26,000**

Option 3 – Recommendation for **Work Scholarship Initiative**

Pilot program to be begin Spring 2004

Action steps:

- Hire youth advocate to oversee program, coordinate with employers and other agencies and work with youth - \$25,000 (.5 FTE)
- LEED to collaborate with Raley's and Sacramento Works Youth Council to develop a proposal for funding from a foundation (complete by 3/15/04)
- Work with Burbank High School to recruit and select initial student group (complete by 4/30/04)
 - Identify and work with participants beginning in 9th grade and continuing with long-term support for at least two years beyond high school graduation
- Select and work with youth provider to develop curriculum and schedule summer 2004 class requirements (complete by 4/30/04)
- Begin after school and summer sessions 2 days per week
- Mentor, train and develop students for 2-3 semesters preparing them for paid positions at age 16

Approximate cost to SWCC - **\$25,000**