



## YOUTH COMMITTEE

**Monday, December 9, 2024, 3:00 pm**

Rescheduled from  
Oct 10, Nov 1, Dec 2, 2024

**Almaden Room, Business and Administrative Services Center,  
5730 Chambertin Dr, San Jose**

[www.work2future.org](http://www.work2future.org)

This meeting can be viewed live on computer, smartphone, and tablet at  
<https://sanjoseca.zoom.us/j/97024304125?pwd=Sk82MUpDTExiY1ITUEZERY9nZG14UT09>

### PUBLIC COMMENT

To provide Spoken Public Comment *during* the meeting, please be present at the meeting location above. Fill in an available blue card and provide it to a meeting staff person.

Please limit remarks to the time limit allotted by the meeting chair, normally two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 12:00 pm the day of the meeting. The e-mails will be posted with the agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to [Daniel.Nguyen@sanjoseca.gov](mailto:Daniel.Nguyen@sanjoseca.gov), identifying the Agenda Item Number in the e-mail subject line. Comments received will be included as a part of the meeting record but will not be read into the record.

**YOUTH COMMITTEE**

**MEMBERS | October 2024**

Jack Estill, \* *Committee Chair*

Partner  
Coactify

Deryk Clark

Division Director of Youth Development  
Bill Wilson Center

Joseph K. Herrity

Principal  
Groundwork Social Sector Consulting

Sofia Jaquez

Youth Liberation Movement

Rafaela Perez\*

Employment Services Director  
Social Services Agency, County of Santa Clara

Steve Preminger\*

Director, Civic & Community Engagement  
County of Santa Clara

Maria Vans

Youth Liberation Movement

Traci Williams\*

Co-chair  
South Bay Consortium for Adult Education  
Director  
East Side Adult Education

\*work2future Board member

## **YOUTH COMMITTEE MEETING**

**December 9, 2024, 3:00 pm**

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work2future Business Services & Administrative Services Center, Almaden Winery,  
5730 Chambertin Dr, San Jose

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### **AGENDA**

- |   |                                     |
|---|-------------------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min</i>                        |
| <b>II. INTRODUCTIONS</b>  | <i>3:05 pm end</i>                  |
| <b>III. BUSINESS</b>  |                                     |
| <b>A. Approval of Minutes {Action}</b><br><i>Jack Estill, Committee Chair</i><br>Approve minutes of the August 8, 2024, Youth Committee meeting.  | <i>5 min</i><br><i>3:10 pm end</i>  |
| <b>B. Chair’s Report {Information}</b><br><i>Jack Estill, Committee Chair</i><br>Report on various matters of interest to the committee.  | <i>5 min</i><br><i>3:15 pm end</i>  |
| <b>C. WIOA Youth Program Report PY 2023-24 {Information}</b><br><i>Mirza Handzar, Program Analyst; Rick Robles, Project Director, Equus Workforce Solutions; Kayla Nicholls, Youth Programs Manager, International Rescue Committee</i><br>Year-end report on metrics for the Workforce Innovation and Opportunity Act Youth Program Year 2023, July 1, 2023–June 30, 2024. | <i>10 min</i><br><i>3:25 pm end</i> |
| <b>D. Progress Report: Youth Forum Issue A—Connect the Service Ecosystem {Information}</b><br><i>Jack Estill, Committee Chair</i><br>Current status update.   | <i>5 min</i><br><i>3:30 pm end</i>  |
| <b>E. Progress Report: Youth Forum Issue B—Build Earn-and-Learn Pathway System {Information}</b><br><i>Deryk Clark, Committee member; Sofia Jaquez, Committee member</i><br>Current status update, including work with the Bill Wilson Center to open another potential employment site in San Jose.  | <i>5 min</i><br><i>3:35 pm end</i>  |
| <b>F. Progress Report: Youth Forum Issue C—Connect School and Work for Opportunity Youth {Information}</b><br><i>Joe Herrity, Committee member</i><br>Current status update, including work on the development of a pathway design that can be implemented.   | <i>5 min</i><br><i>3:40 pm end</i>  |

- |   |                                    |
|---|------------------------------------|
| <b>G. Review of Accomplishments in 2024 to Date (Information)</b><br><i>Jack Estill, Committee Chair</i><br>Committee review of accomplishments in calendar 2024 to date, including the recommendations from the Community Youth Forum. | <i>5 min</i><br><i>3:45 pm end</i> |
| <b>H. 2025 Meeting Schedule {Action}</b><br><i>Lawrence Thoo, Strategic Engagement Manager</i><br>Approve a schedule of regular meetings of the Youth Committee for calendar 2025.  | <i>5 min</i><br><i>3:55 pm end</i> |
| <b>I. Committee Membership (Information)</b><br><i>Jack Estill, Committee Chair</i><br>Committee discussion of anticipated membership openings on the Youth Committee.  | <i>5 min</i><br><i>4:00 pm end</i> |
| <b>IV. OPEN FORUM</b><br>Members of the public can address the committee on matters not on the agenda.  | <i>5 min</i><br><i>4:05 pm end</i> |
| <b>V. OTHER</b><br><i>Announcements, committee housekeeping</i>   | <i>5 min</i><br><i>4:10 pm end</i> |
| <b>VI. ADJOURNMENT</b>  |                                    |

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Please note: *Times to the right of agenda items are estimates only of the duration of the item and its approximate ending time. Actual times may vary, and items may be taken out of order at the discretion of the chair.*

#### **Teleconferencing Notice**

Pursuant to provisions of the Ralph M. Brown Act, the following member will attend the Youth Committee meeting by teleconference from the indicated publicly accessible location:

**Committee member:** Traci Williams

**Location:** East Side Adult Education, 625 Educational Park Dr, San Jose

## **CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS**

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

### **1. Public Meeting Decorum:**

- a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d. Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e. Persons in the audience will not place their feet on the seats in front of them.
- f. No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g. All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

### **2. Signs, Objects or Symbolic Material:**

- a. Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions: § No objects will be larger than 2 feet by 3 feet.
- b. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
- c. The items cannot create a building maintenance problem or a fire or safety hazard.
- d. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- e. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Committee, Board or Commission:

- a. Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the total amount of time allocated for public testimony for each public speaker or for an agenda item is in the discretion of the Chair of the meeting and may be limited when appropriate. (California Government Code Section 54954.3; Council Policy 0-37) Applicants and appellants in land use matters are usually given more time to speak. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Council, Committee, Board or Commission.
- c. Speakers should discuss only the agenda item when called to speak for that item, and only topics related to City business when called to speak during open forum on the agenda.
- d. Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
- e. Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f. If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
- g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

**Failure to comply with this Code of Conduct which will disturb, disrupt, or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.**

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All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection online at [www.work2future.org](http://www.work2future.org) and at work2future's Business and Administrative Services Center at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

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**I**

**Call to Order  
& Roll Call**

# **II**

## **Introductions**



# III

## Business

*Each of the following items will be taken up separately. Unless otherwise indicated, each is an information and discussion item:*

- A. Approval of Minutes {Action}**
- B. Chair's Report**
- C. WIOA Youth Program Report PY 2023-24**
- D. Progress Report: Youth Forum A—Connect Service Ecosystem**
- E. Progress Report: Youth Forum B—Earn-and-Learn Pathway System**
- F. Progress Report: Youth Forum C—Connect School and Work for Opportunity Youth**
- G. Review of Accomplishments in 2024**
- H. 2025 Meeting Schedule (Action)**
- I. Committee Membership**

## YOUTH COMMITTEE MEETING

### Aug 8, 2024 MEETING MINUTES

STAFF: Handzar, Nguyen, Thoo

GUESTS: Rick Robles, Project Director, Equus Workforce Solutions; Kayla Nicholls, Youth Programs Manager, International Rescue Committee (IRC)

#### I. CALL TO ORDER & ROLL CALL

Chair Estill called the meeting to order at 3:37 pm.

##### Roll Call

**Present:** Clark, Estill, Herrity (3:41 pm), Perez, Preminger, Williams, Vans (3:41 pm)

**Absent:** Jaquez

#### II. INTRODUCTIONS

#### III. BUSINESS

##### A. Approval of Minutes

**ACTION:** Mr. Preminger moved, Ms. Williams seconded, and the committee unanimously approved the acceptance of the May 9, 2024, Youth Committee Special Meeting minutes.

##### B. Chair's Report

Chair Estill indicated that Ms. Jaquez and Ms. Van's terms on the committee are due to end at the end of this year. The Board resolution establishing the Youth Committee requires that at least two committee members who are not Board members must be between the ages of 16 and 24 years at the time of appointment. Mr. Estill suggested that the committee consider this an opportune time to propose raising the upper age limit to 28 years, as younger candidates often have multiple conflicts with housing, education and work that make participating difficult. Raising the maximum age would provide access to more candidates who have become established in their careers so that they face fewer impediments to committee participation. Separately, Mr. Estill indicated that he would convene an informal group to discuss client caseloads.

##### C. WIOA Youth Program Update PY 2023-24

IRC Youth Programs Manager Kayla Nicholls reviewed in-school youth data and Equus Project Director Rick Robles reviewed out-of-school youth data from Program Year 2023-24 on the Youth Program Dashboard. They also provided year-to-date reports on demographic characteristics of, and barriers to employment faced by, in-school and out-of-school youth clients. During committee discussion, there were repeated expressions of concerns about potentially excessive caseloads.

##### D. Progress Report: Youth Forum Issue A – Connect the Service Ecosystem

Chair Estill reported that the San Jose Public Library's web team is building a beta version of a one-stop community services information portal based on information from 14 community

organizations and agencies. The Library is still aiming for a public launch around October 2024.

**E. Progress Report: Youth Forum Issue B – Build Earn-and-Learn Pathway System**

Committee member Deryk Clark reported that there has been no activity yet as conflicting schedules have prevented the team meeting. He stated that the objective for October is to have an outline of possible pathways.

**F. Progress Report: Youth Forum Issue C – Connect School and Work for Opportunity Youth**

Committee member Joe Herrity deferred to staff for the update. Program Analyst Mirza Handzar and Ms. Nicholls reported continuing progress towards a Memorandum of Understanding (MOU) to better serve opportunity youth, and a possibility that the MOU would be in place by October 2024.

**IV. OPEN FORUM**

There were no public comments.

**V. OTHER**

Steve Preminger said he appreciated getting the flyer for the job fair on 8/7 at Mexican Heritage Plaza and he hoped that it was well received.

Strategic Engagement Manager Lawrence Thoo provided a brief update on the statistics of the job fair to the team.

**VI. ADJOURNMENT**

Chair Estill adjourned the meeting at 4:47 p.m.

*Draft minutes prepared by D. Nguyen, edited by L. Thoo.*

### **CHAIR'S REPORT**

Youth Committee Chair Jack Estill will report on various matters of interest to the committee.

###

**WIOA YOUTH PROGRAM REPORT PY 2023-24**

Program Analyst Mirza Handzar will review year-end client and performance metrics for the Workforce Opportunities and Innovation Act (WIOA) Youth Program for Program Year (PY) 2023-24, which ended June 30, 2024; He will be accompanied by Equus Workforce Solutions Project Director Rick Robles (out-of-school youth) and International Rescue Committee Youth Programs Manager Kayla Nicholls (in-school youth).

###

Attachment: Youth Program Dashboard PY2023-24

Youth Program Dashboard						
Youth Participants	OSY Equus New Enrollment	OSY Equus Goals	ISY IRC Enrollment	ISY IRC Goals	OSY Equus C/O 22-23	ISY IRC C/O 22-23
Total Enrollments for 23-24	201	150	114	100	53	62
Q1	44	40	4	21		
Q2	46	35	37	34		
Q3	46	50	58	30		
Q4	65	25	15	15		
Youth Participants (Barriers)	OSY Equus		ISY IRC		OSY Equus C/O	ISY IRC C/O
1 barrier	201		114		53	56
2 barriers	126		113		35	56
3 barriers	56		17		14	0
4 barriers or more	10		2		0	0
Youth Participants (Categories)	OSY Equus		ISY IRC		OSY Equus C/O	ISY IRC C/O
Needs additional assistance	17		7		25	0
Foster	20		4		11	0
Justice Involved	31		5		14	0
Homeless	111		5		4	1
Pregnant/Parenting	42		3		2	4
Disabled	13		27		2	0
Low Income	178		110 (5% Exception)		34	60
Basic Skills Deficient	5		23		9	20
(ELL)	5		72		4	10
Youth Participants (Case Management)	OSY Equus		ISY IRC			
# of Total Contacts	5,416		3,005			
# of Total Contacts Per Client (average)	22		17			
Average Time - Contact to Enrollment	9 days		14 days			
Active Clients in FY 23-24	254		176			
OUTCOMES						
Youth Participants - Work	OSY Equus		ISY IRC			
Construction & Trades	1		1			
Advanced Manufacturing	30		3			
Healthcare	19		24			
Accounting/Business	14		1			
Information Technology	13		2			
In-demand	16		8			
Other	25		18			
Youth Participants - Education	OSY Equus		ISY IRC			
Traditional (Post Secondary)	0		33			
(Traditional (HS or GED))	0		0			
Non-Traditional (ETPL)	18		18			
Pre-Apprenticeship	0		1			
Apprenticeship	0		1			
Earn and Learn (WEX)	57		58 WEX, 2 other			
Follow Up after Exit	OSY Equus		ISY IRC			
Contact 3 months after exit	248		21			
Contact 6 months after exit	301		36			
Contact 9 months after exit	207		29			
Contact 12 months after exit	151		12			
State Performance	Goal		Actuals		Percent of Goal	
(Generated by State/EDD)						
Placement in Employment/Education Q2	71%		65%		92%	
Entered Employment Rate Q4	66%		76%		116%	
Median Earnings	\$5,000		\$6,691		134%	
Attainment of a credential or certificate	60%		90%		149%	
Measurable Skills Gain	65%		64%		99%	
Partnerships	OSY Equus		ISY IRC			
Metro Ed	0		65			
Conservation Corps	5		0			
Job Corps	12		0			
SJ Works/PRNS	2		2			
Bill Wilson Center	54		0			
Unity Care	7		0			

**PROGRESS REPORT: YOUTH FORUM ISSUE A—CONNECT THE SERVICE ECOSYSTEM**

Youth Committee Chair Jack Estill will provide an update on the San Jose Public Library project to develop a website that would serve as a one-stop portal to inform the public about the variety of community services available to them. This project is the initial realization of Youth Forum Issue A adopted by the Youth Committee at its meeting February 12, 2024, namely, to connect the service ecosystem. Mr. Estill will offer a brief tour of the website.

###

**PROGRESS REPORT: YOUTH FORUM ISSUE B—BUILD EARN-AND-LEARN PATHWAY SYSTEM**

Youth Committee members Deryk Clark and Sofia Jaquez will provide an update on developments in the effort to build a more comprehensive earn-and-learn pathway for youth, which was Youth Forum Issue B adopted by the Youth Committee at its meeting February 12, 2024.

They will discuss the Bill Wilson Center’s work with work2future to open another potential employment site at 1100 Shasta Ave, San Jose.

###



**PROGRESS REPORT: YOUTH FORUM ISSUE C—CONNECT SCHOOL AND WORK FOR OPPORTUNITY  
YOUTH**

Youth Committee members Joe Herrity will provide an update on the status of efforts to connect school and workforce development for “system-impacted” or opportunity youth, including the development of a pathway design that can be implemented. These efforts are a reflection of Youth Forum Issue C adopted by the Youth Committee at its meeting February 12, 2024.

###

**REVIEW OF ACCOMPLISHMENTS TO-DATE IN 2024**

Youth Committee Chair Jack Estill will lead a committee review of accomplishments to-date in calendar year 2024, including the recommendations from the Community Youth Forum

###



# Memorandum

**TO:** YOUTH COMMITTEE  
**FROM:** Lawrence Thoo  
**SUBJECT:** 2025 Meeting Schedule  
**DATE:** October 7, 2024

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**Approved** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **RECOMMENDATION**

Adopt a 2025 schedule of Youth Committee meetings as proposed in the Background and Analysis section below.

## **BACKGROUND AND ANALYSIS**

The resolution approved by the work2future Board on November 17, 2022, establishing the Youth Committee requires that it meet four times a year. Since the beginning of 2023, the committee has met on the second Thursday of the month preceding a regular Board meeting. The Board's regular meetings have been in March, June, September and, beginning in 2024, December.

In keeping with current practice, therefore, the Youth Committee's regular meetings in 2025 are proposed for:

1. Thursday, February 13
2. Thursday, May 8
3. Thursday, August 14
4. Thursday, November 13

Youth Committee meetings are currently scheduled for 90-minute blocks starting at 3:30 pm.

/s/  
LAWRENCE THOO  
Strategic Engagement Manager

### **COMMITTEE MEMBERSHIP**

Two of the four Youth Committee members who are not members of the work2future Board will term out at the end of December 2024, marking the first completion of full two-year terms held by community members. The members are Sofia Jaquez and Maria Vans, who were appointed by the work2future Executive Committee in accordance with a stipulation that at least two non-Board members on the Youth Committee must be between the ages of 16 and 24 years at the time of appointment. Youth Committee Chair Jack Estill will lead a committee discussion in anticipation of the committee membership openings.

###

**IV**

**Open Forum**

**V**

**Other**

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**VI**

**Adjournment**