

**SAN DIEGO  
WORKFORCE  
PARTNERSHIP®**

## **MEETING OF THE YOUTH COUNCIL**

*date* Monday, October 26, 2015

*time* 3:30pm – 5:00pm

*place* San Diego Workforce Partnership  
Julie Benedict Community Room, 3rd Floor  
3910 University Ave.  
San Diego, CA 92105

*The mission of the Youth Council is to build and support a regional youth workforce system and to manage state and federal workforce development funds on behalf of vulnerable youth throughout San Diego County.*

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### **AGENDA**

#### **CALL TO ORDER AND NOTE OF ATTENDANCE**

**PUBLIC COMMENT:** Members of the public shall have the opportunity to address the Youth Council only on issues on this agenda. Time allotted to each speaker is determined by the Chairman; however, comments are generally limited to no more than three (3) minutes total per subject regardless of the number of those wishing to speak. Anyone desiring to address the Board under “Public Comment” must submit a “Request to Speak” form prior to the meeting.

#### **ACTION ITEMS**

- Item #1: Minutes of the August 31, 2015 Youth Council Meeting.....1
- Item #2: Request for Proposal (RFP) Framework for Workforce Innovation and Opportunity Act Program Funding .....3
- Item #3: WIOA Youth Out-of School Local Eligibility Policy - Defining Additional Assistance .....6

#### **INFORMATIONAL ITEMS**

- Item #4: Youth Council Work Groups Update .....7
- Item #5: 2016 Youth Council Schedule .....14
- Item #6: CONNECT2Careers (C2C) Update.....15

#### **NEXT YOUTH COUNCIL MEETING: 12/14/2015**

*This serves as notice for the full Youth Council:* in the event that quorum is not met all Youth Council action items will be sent to the Workforce Investment Board for approval and returned to the Youth Council as informational items. A special meeting may be called if a quorum of any regularly scheduled meeting of the Youth Council is not met.

In compliance with the Americans with Disabilities Act (ADA), San Diego Workforce Partnership, Inc. will provide accommodations to persons who require assistance in order to participate in SDWP meetings. If you require assistance, or to request this document or back-up reports in an alternate format, please call Crystal Gunter at (619) 228-2962 or fax (619) 228-2901.

## Item #1: Minutes of the August 31, 2015 Youth Council Meeting

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### Members Present

Jared Aaker  
Ed Abeyta  
Tinesia Conwright  
Matt Kriz

Rickey Laster  
Rosa Ana Lozada  
Sandra McBrayer  
Ruth Salcido

Marlene Taylor  
Heather Whitley-Quinn

### Members Absent

Alejandra Aceves  
Erica Bouris  
Lorraine Fernandez

Josie Lopez  
David Martinez  
Claudia Rodriguez

Carlos Rosas Whitney  
Louis Song

All reports, memoranda and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Jared Aaker, at 3:04pm, at The San Diego Downtown Library, with a quorum.

### Public Comment

None

### The following items were approved on the agenda:

- 1-08/31/2015 - Item 1*     **Minutes of the June 29, 2015 Youth Council Meeting**  
*Motion, Seconded, Carried Unanimously (Kriz/McBrayer)*
- 2-08/31/2015 - Item 2*     **ILSE Funding Recommendation**  
BIOCOM was awarded \$275,000 to operate the Introductory Life Sciences Experience (ILSE) program through June 30, 2017. The recommendation is based on a program design that will provide at least 40 out-of-school youth with the opportunity to receive hands-on training on laboratory techniques and build work readiness skills, while exploring life sciences/biotechnology career pathways.  
*Motion, Seconded, Carried Unanimously (Abeyta/Taylor)*
- 3-08/31/2015 - Item 3*     **Connect2Careers Update**  
Karmin Noar, Special Projects Manager, gave a brief update on the progress of Connect2Careers (C2C). With the success of the program, staff are moving towards after school jobs for the remainder of the program year heading into next summer. The Council requested that success story videos be posted on social media. Rickey Laster also commented on the well-received workshops in Southeast San Diego in partnership with the Gang Commission and Mayor's Office.

## **Adjournment**

The meeting was adjourned at 3:10pm.

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Crystal Gunter, Meeting Secretary

**Item #2: Request for Proposal (RFP) Framework for Workforce Innovation and Opportunity Act Program Funding**

**MEETING DATE:** October 26, 2015

**REVISION DATE:** October 21, 2015

**TO:** Youth Council

**FROM:** Jared Aaker, Youth Council Chair

**RECOMMENDATION(S)**

That the Youth Council recommend to the Workforce Investment Board approval of the Request for Proposal (RFP) framework to procure Workforce Innovation and Opportunity Act (WIOA) Out-of School youth programs.

**BACKGROUND**

This RFP framework represents the Youth Council’s priority to fund programs that successfully engage and serve vulnerable out-of-school youth, leading to positive long-term education and career outcomes. Consistent with WIOA, the youth system framework envisions focus on the majority of SDWP’s funds for disconnected, out-of-school youth.

***Planning Process***

Beginning in September of 2014, the Youth Council and SDWP staff have taken the following steps to plan and build capacity, listen to and understand the community priorities, and plan for the release of the RFP (currently in Phase 4A of the process):

***Figure 1: Youth Council & Staff RFP Planning Process***

Phase 1: Capacity Building	A. 4 Sessions on How to Do Business with SDWP B. Technical assistance with County HHSA
Phase 2: Data Analysis	A. Town Halls / Community Conversations B. Customer Satisfaction Surveys C. Internal demographics, mapping, and analysis work
Phase 3: Strategic Planning	A. Youth Council Workgroups B. Youth Council Planning Session (Aug 31)
Phase 4: RFP Process	A. Framework Development B. RFP Release (November/December 2015) C. Evaluation and Board Approval (February-April 2016) D. If necessary, a second RFP will be released March 2016

***Program Purpose***

Proposals should demonstrate knowledge of best practices in engagement and services for out-of-school youth ages 16-24. Proposals that recruit and serve youth in underserved neighborhoods are encouraged. The purpose of the RFP program design is the following:

- Maintain the highest quality of services while producing measurable results;
- Employ proven recruitment and service strategies that target areas of greatest need to actively engage, enroll, and retain out-of-school youth;
- Demonstrate meaningful partnerships with accredited education institutions, employers, and other relevant organizations and service providers that support career and educational opportunities for youth;

- Implement evidence-based models promoting 21<sup>st</sup> century work-readiness skills, post-secondary preparedness, and meaningful connection to sustainable career pathways;
- Provide multidisciplinary case management with comprehensive and identifiable mental health support;
- Maintain sound internal youth tracking, financial, and performance management systems; and
- Provide a comprehensive retention system that supports youth with 12 months of follow-up services.

***Program Components (Integrated with the 14 WIOA Program Elements):***

1. Educational Services
2. Career Pathways
3. Work Readiness Training
4. Work Based Opportunities
5. Youth Development

***Locally-Based Services:***

Proposals must demonstrate how the proposed program will be embedded in the community(ies) served by maintaining a main office or satellite office, or co-locating with another organization in the proposed service area.

***Partnerships:***

Proposals will be required to demonstrate local partnerships with youth serving systems; such as local schools, higher education institutions, law enforcement, juvenile and adult justice systems, local housing programs, community-based agencies, Health and Human Services Agency, employers, and other organizations that serve the OSY population.

***Employer Connections:***

Proposals will be required to describe their relationship with employers and what specific roles these employers will play in the program and list the expected outcomes related to internships, job shadows, occupational skill training, apprenticeships, on-the-job training, paid work experience, sustainable placement in employment, and engagement of the employer in advisory groups or other ongoing programming.

Proposers will also be required to budget for a dedicated business services representative full-time position.

***Capacity Building for Trauma-Informed Care***

Program staff will be required to attend at least three trainings offered by the San Diego County Health and Human Services Agency (HHS) in partnership with SDWP regarding understanding, recognizing, and responding to the effects of trauma.

***Geographic Distribution of Funds***

SDWP anticipates that full funding allocations (administrative and programmatic funding) will be known on or about the time of the final negotiations of contracts in Spring 2016 and is expected to be approximately \$4.2 million per year.

Funding will be allocated according to SDWP's geographic distribution formula updated and approved by the Policy Board on September 25, 2015. Funding will be awarded based on the proposals submitted and recommendation of an RFP scoring panel. Figure 2 below shows the

geographic distribution, project funding availability, and the minimum number of contracts per region for this RFP.

**Figure 2: Project Funding Availability Per Region**

<b>Region</b>	<b>Geographic Distribution</b>	<b>Projected Funding Availability</b>	<b>Min. Contracts Per Region</b>
Metro	40%	\$1,680,000	3
North	29%	\$1,218,000	2
South	16%	\$672,000	1
East	15%	\$630,000	1
<b>Total</b>	<b>100%</b>	<b>\$4,200,000</b>	

***Eligible Youth***

There are key changes under WIOA for serving youth, including an increase in the percentage of funds to be spent on out-of-school youth, extending the out-of-school age limit, and streamlining the process for documenting eligibility. In view of these changes, SDWP will seek to fund programs that serve out-of-school youth as defined in WIOA legislation and locally approved criteria.

***Priority Populations***

Services will be provided to all eligible populations. However, based upon guidance from the Youth Council and RFP workgroup, SDWP encourages programs that emphasize services to the following populations:

1. Justice involved youth
2. Youth with a disability
3. Current or former foster youth
4. Refugee youth
5. Youth residing in a public housing program
6. Homeless and runaway youth
7. Youth without a high school/GED or equivalent

***Performance Outcomes***

Performance outcomes will align with the required Department of Labor (DOL) performance measures. These measures are still being defined by DOL and will be outlined in the RFP as much as possible. Broadly, the measures focus on placement, retention, earnings gain, credential attainment, in program skills gain, and employer satisfaction. Additional tracking and outcome measures may be developed in partnership with the Youth Council to assess youth system impacts.

***Term of Procurement***

The purpose of the RFP is to procure qualified service providers for twelve (12) months with the option to extend contracts for four (4) additional one year periods based on need, performance, and funding availability. The period of performance for the first year will begin July 1, 2016 and ending June 30, 2017.

**ATTACHMENTS**

None

**Item #3: WIOA Youth Out-of School Local Eligibility Policy -  
Defining Additional Assistance**

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**MEETING DATE:** October 26, 2015

**REVISION DATE:** October 21, 2015

**TO:** Youth Council

**FROM:** Jared Aaker, Youth Council Chair

**RECOMMENDATION(S)**

That the Youth Council recommend to the Workforce Investment Board approval of SDWP's local eligibility definition for out-school youth, ages 16-24, who are low income and require additional assistance to enter or complete an educational program or to secure or hold employment.

The recommended local criteria for individuals who require additional assistance will take effect July 1, 2016 and has been defined by the RFP work group as youth:

- a. Who reside in a public housing program;
- b. Who are refugees/immigrants;
- c. Who have a serious emotional, medical or psychological problems;
- d. Who have substance abuse problems or has a history of having such problems; and/or
- e. Who have a parent or legal guardian that is incarcerated.

**BACKGROUND**

There are key changes under WIOA for increasing the percentage of funds to be spent on out-of-school youth, extending the out-of-school age limit, and streamlining the process for documenting eligibility. WIOA legislation defines the following eligibility requirements to serve out-of-school youth, age 16-24 at time of enrollment, not attending any school, and who meet one or more of the criteria listed below:

1. School dropout;
2. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
3. Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner;
4. Subject to the juvenile or adult justice system;
5. A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;
6. Pregnant or parenting;
7. Low-income individual with a disability; or
8. Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (Local boards have the authority through the new WIOA legislation to define these criteria.)

**ATTACHMENTS**

None

**Item #4: Youth Council Work Groups Update**

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**MEETING DATE:** October 26, 2015

**REVISION DATE:** October 20, 2015

**TO:** Youth Council

**FROM:** Sandy McBrayer, Chair - Governance/Evaluation  
Ed Abeyta, Chair - Linked Learning/Career Pathways

**INFORMATIONAL ITEM – NO ACTION REQUIRED**

Each Youth Council work group is responsible for the corresponding categories goals and objectives. Work group Chairs, or their designee, will provide a brief update on each of their respective work groups:

1. Governance/Evaluation
2. Linked Learning/Career Pathways

Staff are working with each work group Chair, along with the Youth Council Chair and Co-Chair, to re-evaluate the current work group's goals and objectives based on the discussion at the Youth Council retreat on August 31, 2015. A draft of those new goals and objectives will continue to be developed alongside the Workforce Innovation and Opportunity Act (WIOA) Request for Proposals (RFP) and will be presented to the Youth Council for discussion at a future meeting.

**ATTACHMENTS**

Attachment A: Youth Council Goals



**San Diego Workforce Partnership Youth Council  
 Five-year Strategic Action Plan- August 2012- September 2017  
 (Updated June 2013)**

***Mission:** To build and sustain a regional youth workforce system and to manage state and federal workforce development funds on behalf of vulnerable youth throughout San Diego County.*

**Education/Career Pathway Committee**

**Goal 1: Youth workforce development programs are embedded in career pathways or an industry/sector strategy approach.**

Objectives	Action Items
<p>+ Increase high school retention and graduation rates for WIA participants</p>	<ul style="list-style-type: none"> <li>• Coordinate and leverage workforce investment resources with secondary and alternative educational entities.</li> <li>• Define and increase work-based learning and other educational and wrap-around supports to assist youth in succeeding in school.</li> </ul>
<p>+ Clearly define and identify the concept of transition to adulthood, to include job and life skills, and prepare youth for their life journey</p>	<ul style="list-style-type: none"> <li>• Coordinate and leverage workforce investment resources with post-secondary, pre-apprenticeship and other skills training entities to provide occupational skills training that prepare young adults for the workforce.</li> </ul>
<p>+ Collaborate and make cross connections with the Business Industry Council on its work to build stronger partnerships between business and education/career pathway entities</p>	<ul style="list-style-type: none"> <li>• Determine the process to collaborate on the following BIC objectives:                             <ul style="list-style-type: none"> <li>○ Identify employers and business industry associations that recognize the value of investing in youth workforce development</li> <li>○ Identify employers and business industry associations that have an interest in playing an active role in defining a “career-ready” workforce</li> <li>○ Connect and support relationships between business and career pathway academies (school districts) or occupational skills training entities (post-secondary)</li> </ul> </li> </ul>

Note: This subcommittee will combine with the Linked Learning SD workgroup (attachment after Governance Eval goal 4)

**Business Industry Council**

**Goal 2: The region’s employers are engaged and committed to preparing our future workforce.**

Objectives	Actions Items
<p>✚ Identify countywide employers, elected officials, public leaders and business groups that invest in youth workforce development by playing an active role in defining and supporting a career ready workforce.</p>	<ul style="list-style-type: none"> <li>• Develop relationships by engaging businesses in projects and initiatives that merit their interest and support.</li> <li>• Engage business to advocate and champion youth workforce development.</li> <li>• Convene stakeholders to define “career ready”.</li> <li>• Implement a business mentoring component.</li> </ul>
<p>✚ Connect and support relationships between business and career pathway academies (school districts) or occupational skills training entities (post-secondary).</p>	<ul style="list-style-type: none"> <li>• Work with chambers and regional economic development agencies to make the connections with business for internships/externships opportunities for students and young adults.</li> </ul>
<p>✚ Continue to expand industry-based workforce development models such as the Life Sciences Summer Institute (LSSI) and CONNECT2careers</p>	<ul style="list-style-type: none"> <li>• Evaluate and identify key factors that motivate the bio industry to support the LSSI.</li> <li>• Evaluate the success of CONNECT2careers and determine what will continue to propel the momentum.</li> <li>• Use findings to replicate models in other selected industries.</li> </ul>

**Resource Development Committee**

**Goal 3: Develop partnerships and leverage resources for programming that improves youth career and academic readiness in San Diego County.**

The resource development sub-committee helps to identify and leverage resources, partnerships and stakeholders to enhance outcomes in youth workforce development efforts and special initiatives. This sub-committee will partner with staff and other sub-committees to facilitate collaborative resource development that broadens programming opportunities. This will allow the Youth Council and partners to be responsive to the education, training and workforce development needs of all Youth.

Objectives	Actions Items
<p><b>ENGAGEMENT</b></p> <p>Recommend strategies for aligning resources with existing Youth programs and organizations in San Diego County.</p>	<ol style="list-style-type: none"> <li>1. Identify and assess current relationships with local programs and organizations in the Youth career and academic readiness space (e.g. their vision, priorities, and potential alignment with the work of the Youth Council).</li> <li>2. Engage identified entities in developing specific opportunities for alignment of resources (e.g. human capital, funding, influence, etc) to maximize the outcomes.</li> <li>3. Recommend a strategy for mapping and communicating youth career and academic readiness services and advise staff on its implementation.</li> </ol>
<p><b>IDENTIFYING OPPORTUNITIES</b></p> <p>Identify new funding and strategic partnership opportunities to leverage both public and private resources.</p>	<ol style="list-style-type: none"> <li>1. Engage with local chambers of commerce, regional economic development agencies, education institutions, government, corporate, foundations, and other philanthropic organizations to learn about their goals in regards to supporting youth career and academic readiness.</li> <li>2. Demonstrate the value of partnering with the Youth Council (data, case studies, success stories, innovative ideas, etc).</li> <li>3. Develop specific calls to action.</li> </ol>
<p><b>POLICY</b></p> <p>Develop recommendations to the leadership team of the Workforce Partnership for diversifying funding opportunities.</p>	<ol style="list-style-type: none"> <li>1. Research the best practices of other WIBs/local areas in regards to the management of non WIA funds.                         <ol style="list-style-type: none"> <li>a. Ex: Seattle King County, Tulare County, Miami-Dade</li> </ol> </li> <li>2. Engage SDWP staff to analyze/assess internal SDWP policies and procedures to identify those that support or inhibit effective fund and resource development.</li> <li>3. Recommend modifications to accounting/finance guidelines and practices to allow for a more competitive proposals/administration of non-WIA funding streams.</li> </ol>

**Governance/Evaluation Committee**

**Goal 4: The Youth Council is the youth workforce development intermediary network for the region.**

Objectives	Actions Items
<p>✚ Develop a “robust” and meaningful Youth Council membership.</p>	<ul style="list-style-type: none"> <li>• Identify and vet appropriate, “value-added” representatives to participate on the Youth Council.</li> <li>• Develop a plan to identify and secure a parent representative</li> <li>• Create collateral materials for outreach and recruitment efforts.</li> <li>• Update Youth Council orientation materials on-line</li> <li>• Develop “commitment letter” and member evaluation for members to complete annually.</li> <li>• Convene annual retreat</li> </ul>
<p>✚ Align Youth Council priorities with other youth serving systems to support “all youth one system” movement.</p>	<ul style="list-style-type: none"> <li>• Routinely review and partner/leverage with other entities to further support for youth workforce activities</li> <li>• Identify other governance structures to request participation and/or a seat to add workforce development to their agenda.</li> </ul>
<p>✚ Investments are measured and reviewed for success and continuous improvements.</p>	<ul style="list-style-type: none"> <li>• Develop valid and meaningful performance accountability measures for all youth workforce development investments.</li> </ul>



**Establishing Linked Learning Pathways in Schools that:**

- Prepare students for college and career
- Lead to a full range of post secondary options
- Connect academics to real-world application
- Improve student achievement

**Core Components of the Pathways include:**

- Integrating a challenging academic curriculum with a demanding technical core
- Providing work-based learning experiences
- Integrating student supports



## **Working as an intermediary, we plan to...**

- Create collective impact
- Support P-16/20 (preschool – post-secondary/graduate education)
- Create a structure for developing cradle to career
- Be a convener for community alignment of strategic goals and existing resources
- Increase opportunities for business and economic development
- Develop a framework for creating industry focused college and career pathways
- Serve those who most need support in order to be successful

**Item #5: 2016 Youth Council Schedule**

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**MEETING DATE:** October 26, 2015

**REVISION DATE:** October 20, 2015

**TO:** Youth Council

**FROM:** Cord Bailey, Director of Youth Programs

**INFORMATIONAL ITEM – NO ACTION REQUIRED**

The Youth Council will meet on the following dates and times during the calendar year in 2016 at the San Diego Workforce Partnership - 3<sup>rd</sup> Floor Julie Benedict Community Room:

- Monday, January 25<sup>th</sup>, 3:30pm-5:00pm
- Monday, March 28<sup>th</sup>, 3:30pm-5:00pm
- Monday, May 23<sup>rd</sup>, 3:30pm-5:00pm
- Monday, June 27<sup>th</sup>, 3:30pm-5:00pm
- Monday, August 29<sup>th</sup>, Time TBD (Possible annual retreat date)
- Monday, October 24<sup>th</sup>, 3:30pm-5:00pm

**ATTACHMENTS**

None

## Item #6: CONNECT2Careers (C2C) Update

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MEETING DATE: October 26, 2015

REVISION DATE: October 21, 2015

TO: Youth Council

FROM: Karmin Noar, Youth Manager, Special Projects

### **INFORMATIONAL ITEM - NO ACTION REQUIRED**

Approximately 17% of young adults 16-24 in San Diego County are unemployed. CONNECT2Careers (C2C) is a youth employment program focused on providing work experiences to youth ages 16-24. The information below provides an update on both program accomplishments for summer 2015 and year-round efforts.

#### ***C2C by the numbers:***

- Youth Applications: 2,579
  - Youth attended a Workshop: 487
  - Youth attended an Event: 313
  - Placements through 09/30/15: 442\*
- \*Final placement numbers will be available on 11/1/15*

#### ***Key Accomplishment to date:***

- ***Events:***

On September 18, nearly 360 jobseekers gathered at the Mid-City Gymnasium in City Heights for Mayor Kevin Faulconer's San Diego Career Expo. This public event brought together over 35 employers and employment opportunities ranging from entry-level positions to positions requiring a four-year degree and/or experience. C2C assisted efforts by providing résumé reviews and mock interviews for attendees.

On September 19, One San Diego and AlliedPRA co-sponsored a Hotel Career Connection Day. High school and Job Corps students visited seven hotels to gain valuable insight into San Diego's booming hospitality industry. The students learned about the operation of the hospitality industry, potential internships, and future careers opportunities through observation and hands-on experiences. C2C was able to leverage local school relationships to help with youth outreach, student recruitment, and volunteer sign-ups for the event.

C2C finished the summer season strong by coordinating a large retail job fair at the San Diego Outlets at the Border as well as assisting with two Harmonium hiring events for before-school care and after-school care positions.

- ***Year-round efforts include partnerships with:***

Neighborhood House Association (NHA), San Diego County Office of Education (SDCOE) and YMCA Youth and Family Services (YSF) – SDWP provides employment opportunities and basic employment services (i.e., résumé and cover letter review, mock interviews, and job search assistance), and the partners help participants address the other barriers that need to be addressed before a youth can get to work.



The County of San Diego, Health and Human Services Agency (HHS) – HHS has provided funding for SDWP to operate an externship program for in-school youth for the 2015-16 school year.

Consumer Financial Protections Bureau (CFPB) Technical Assistance – SDWP was awarded a year-long technical assistance grant from the Consumer Financial Protections Bureau (CFPB) to integrate financial capability resources into all of our youth employment programs. As a part of the Technical Assistance, SDWP sent one staff member to a two-day training with the Department of Labor (DOL), CFPB, Corporation for Economic Development (CFED), and National League of Cities (NLC), in early October. We plan to pilot some of the strategies discussed at the convening with youth in our School Break Externship program, and will be working with CFED to further integrate financial literacy into other programs funded or operated by SDWP.

San Diego Unified School District (SDUSD) Unlocking the Genius Event – C2C staff will be participating and presenting to K-12 academic/career counselors on the Priority Sectors during a full-day training for SDUSD staff.

- ***Success Story:***

We're excited to share that in the short time we've been operating the contracts mentioned above, we've already seen the model succeed. Valeria\* is a teenage mother participating in one of our partner's programs. Valeria met with us to share her employment goals on the same day we were hosting a recruitment event for Harmonium's before-school care and after-school care programs. Valeria was thrilled about the opportunity, but had three barriers: she did not have childcare for her daughter, dress clothes to wear to the event, or transportation to get there. Within three hours, the partner helped Valeria address all three barriers. When Valeria made it to the hiring event, Harmonium was thrilled to find she was a perfect match. Valeria is now an ASES Activity Leader.

*\*Name changed to protect the identity of participant*

## **ATTACHMENTS**

None