

SAN DIEGO
WORKFORCE
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Job Center of CaliforniaSM network*

SAN DIEGO YOUTH COUNCIL BOARD MEMBER GUIDE



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SDWP MISSION, VISION AND CORE VALUES

OUR MISSION — To empower job seekers to meet the current and future workforce needs of employers in San Diego County

OUR VISION — Every business in our region has access to a skilled workforce and every job seeker has access to meaningful employment. Our community will view us as the leader for innovative workforce solutions, which add great value to our region.



STEWARDSHIP • COLLABORATION • EXCELLENCE

YOUTH PROGRAMS FUNDING

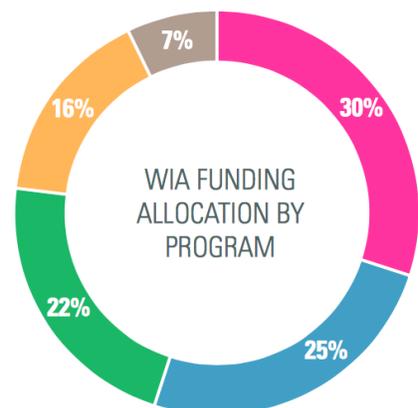
SDWP receives youth program funding in the following ways:

Department of Labor (DOL) Workforce Innovation and Opportunity Act (WIOA): *The majority of SDWP funding comes from the federal government (approximately \$7M in 2015). SDWP procures a network of youth service providers to provide case management, assessment, work-readiness, vocation training, internship/job placement and other services to help underserved 16–24-year-olds define and pursue their career goals.*

Competitive government grants: *SDWP actively pursues federal, state, and local government program grants. For each case, SDWP decides to either contract with youth providers to provide services under the grant or operate the program in-house.*

Competitive private grants: *SDWP also pursues private sources of revenue such as foundations, banks and other funding opportunities to expand the reach and impact of youth services.*

- OUT-OF-SCHOOL YOUTH **30%**
- IN-SCHOOL YOUTH **25%**
- RECOVERY AND REENGAGEMENT **22%**
- SPECIAL PROJECTS - FOSTER YOUTH **16%**
(San Pasqual Academy & ILS/WIA)
- SPECIAL PROJECTS **7%**
(Youth Reengagement Center)



WIA funding allocation for youth programs as listed in the SDWP annual report for fiscal year 2015

PROCUREMENT OF YOUTH SERVICE PROVIDERS

When SDWP receives funding awards of more than \$50K, a Request for Proposals (RFP) is released. SDWP issues RFPs for partnerships with public and private agencies, nonprofit organizations, local businesses and educational institutions to create workforce solutions for the San Diego region. The Youth Council helps define the framework and the intent of the RFP.

RFPs are then evaluated by a panel of community experts and leaders who read, score, and recommend programs for funding. In some cases, this process also includes an oral interview component. The evaluation panel ranks the highest scoring organizations and recommends organizations for funding, based on availability, which is then voted on by the Youth Council.

MISSION OF THE YOUTH COUNCIL

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

GOALS

- *Goal 1: Youth workforce development programs are embedded in career pathways or an industry/sector strategy approach*
- *Goal 2: The region's employers are engaged and committed to preparing our future workforce*
- *Goal 3: Develop partnerships and leverage resources for programming that improves youth career and academic readiness*
- *Goal 4: The Youth Council is the youth workforce development intermediary network for the region*

YOUTH COUNCIL ROLES AND RESPONSIBILITIES

Youth Council is the primary body addressing [youth issues](#) under the [Workforce Innovation and Opportunity Act](#). This council is a collaborative community partnership between business, educators, community-based organizations, and youth advocacy/policy experts. The Youth Council reports to the [Workforce Development Board](#). The Chair of the Youth Council will sit on the Workforce Development Board and present all youth items on behalf of the Youth Council.

Items voted on and approved at the Youth Council then go to SDWP's Workforce Development Board and Policy Board for final approval. More information about SDWP's governance structure can be found [here](#).

The Youth Council provides guidance, direction, contract recommendations, connections, and resources for youth programs funded or operated by SDWP. For more about SDWP youth programs, please see our [project summaries](#).

The Youth Council:

- *Votes on contracted youth funding recommendations*
- *Actively participates in ad hoc work groups, which report back to the Youth Council*
- *Review performance, monitors corrective action, and makes recommendations for continued funding*
- *Discusses and crafts the framework for youth programs*
- *Receives program updates from staff as well as funded youth service providers*

BYLAWS

*The Youth Council creates its ***bylaws**, approved by the Workforce Development Board, which includes the purpose and function of the Youth Council, membership structure, meetings and work groups, as well as a code of conduct.*

**The 2016 bylaws will be posted once approved by the board.*

KEY PRINCIPLES

- *Regular attendance at Youth Council meetings, held 4–6 times annually*
- *Active participation in Youth Council meetings and work groups, as needed*
- *Requires site visits to funded youth programs and/or participation in SDWP events*
- *Members leverage resources to expand and enhance workforce development programs in the region*
- *Members hire and advocate for youth in their professional networks*

THE BROWN ACT & MEETING STRUCTURE

The Brown Act requires all SDWP boards conduct business in full view of the public. Previous and upcoming meeting agendas can be found [here](#).

- *At least 72 hours prior to any regular meeting, a written notice of the meeting must be posted in a public place. The notice must state the time, date, and location of the scheduled meeting and a brief general description of the matters to be considered. SDWP staff will email the written agenda to Youth Council members in addition to posting the agenda online.*
- *Matters not included on the published notice may be discussed only upon determination by a majority vote that an emergency situation exists, or when two-thirds of the member's vote that the need to take action arose subsequent to the notice being posted.*
- *Youth Council members must adhere to the bylaws and the code of conduct.*