

# Merced County Workforce Investment Board

## YOUTH COUNCIL

1880 W. Wardrobe Avenue, Merced, CA 95340-6407

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**Nellie McGarry**  
Chair

**Mayra Vega-Ramirez**  
Vice-Chair

**Members:**

Ayers, Barbara  
Bittner, Robert  
Briano, Lorena  
Campbell, Suzannah  
Cavazos, Mary  
Corchado, Claudia  
Dupree, Daryl  
Eagleton, Evelyn  
Ferrario, Rennise  
Fox, Troy  
Harmon, Robert  
Hassett, Kathy  
Hawkes, Mary Jane  
Idefonzo, Henry  
Johnson, Jerry  
Knapp, Jeff  
Lambert, Charlie  
Lincoln, Rebecca  
Lor, Noah Pou  
Lundgren, Steve  
Mahacek, Richard  
Newberry, Jim  
Nunez, Suzanne  
Page, Aaron  
Parker, Michael  
Reponte, Cynthia  
Smith, Mike  
Vigil, Ralph  
Weaver, Jean  
White, Rev. Craig

Date:

Applicant Name  
Address  
City, State ZIP

Dear Applicant:

Thank you for your application for membership on the County of Merced Youth Council. We look forward to working with you to ensure the application process goes smoothly.

The Marketing and Leadership Committee will review your application and if approved, your application will be forwarded to the full Youth Council for review.

Ultimately, the Merced County Board of Supervisors will confirm your membership and at that time you may become actively involved in all meetings with full voting rights.

Youth applicants (age 23 or less) must agree to a two month trial after receiving committee approval. You will be assigned to a member of the Youth Council who will serve as your mentor during this period. He/She will assist you with anything you might need in relation to the Youth Council, including transportation to meetings, understanding meeting protocols, Youth Council activities and committee membership, among others.

Your completed application should be mailed to the above address.

If you have any questions during the period awaiting full membership, please do not hesitate to contact Dave Davis or Gary Derr of the Private Industry Training Department at telephone number 385-7324 for assistance.

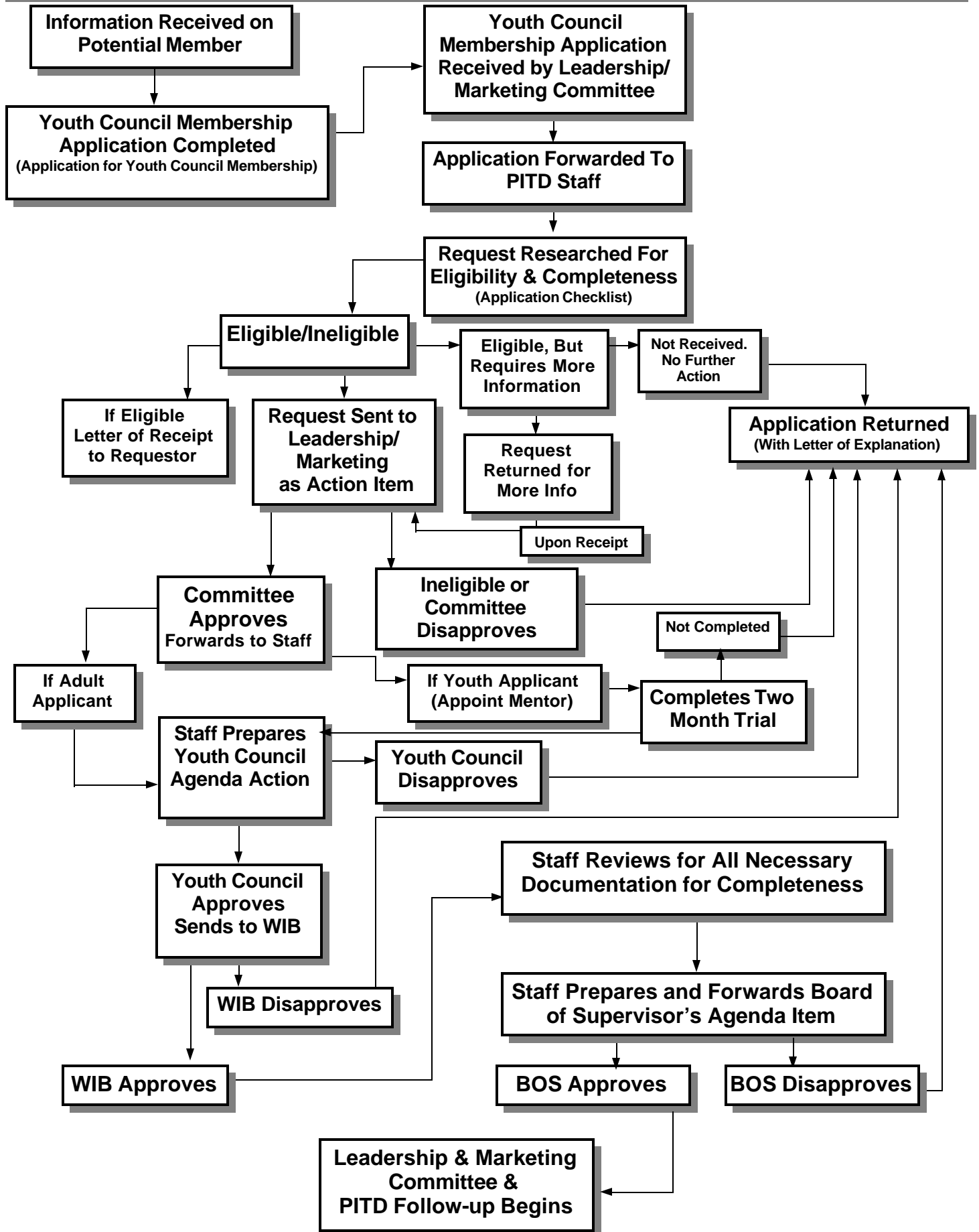
Again, thank you for your interest and we look forward to your membership.

Sincerely yours,

Nellie McGarry  
Chair

Claudia Corchado  
Chair, Leadership/Marketing Committee

# Leadership/Marketing Committee Membership Application Flow Chart



# County of Merced Youth Council

## Application for Youth Council Membership

2. Date Submitted:

4. Email Address:

5. Contact Phone Number

# Youth Logo

1. Type of Application:

Youth     Adult

### 7. APPLICANT INFORMATION

Organization Association

Name of Applicant:

Mailing Address:

Physical Address:

Organization Phone Number:

FAX Number:

Age (Not required)

Occupation

Committee Interest (See attached committee outlines)  
(Check all that apply)

Planning/Quality Assurance     Operations

Leadership/Marketing     Outreach/Education

Place of Employment

Address:

8. List past or present involvement in community-related activities. (i.e. committees, volunteer work, commissions, boards, chambers of commerce, school, church, etc.) (Please use the back of this application if more room is needed.)

9. Explain your understanding of the purposes, responsibility and services offered by the Youth Council: (Please use the back of this application if more room is needed.)

10. List all experiences you feel would be advantageous to the Youth Council: (Please use the back of this application if more room is needed.)

11. Please provide any other information that you feel would be beneficial and pertinent to this application. (Please use the back of this application if more room is needed.)

12. Signature

13. Date Signed:

Date Received:

Date Reviewed by Committee:

Date Returned for More Information:

Eligible  Ineligible

Approved

Committee Chair Signature:

Date:

Disapproved

## Merced County Youth Council Leadership/Marketing Committee Youth Council Membership Checklist

<b>Application Review</b>		
<b>Objective Assessment</b>	Yes	No
A. Application Complete		
B. Eligibility Confirmed		
C. Application Forward to Committee		
<b>Committee Review</b>		
A. Previous Involvement in Community-Related Activities		
B. Possesses Understanding of Youth Council		
C. Has Previous Experiences Beneficial to Youth Council		
<b>Application Process</b>		
1. Committee Agenda Item Prepared		
2. Committee Approval		
3. Youth Council Agenda Item Prepared		
4. Youth Council Approval		
4a. If Youth, Mentor Assigned		
4b. Two-Month Trial Membership—Date Begun _____ Date Completed _____		
4c. Two-Month Trial Successful		
5. WIB Agenda Item Prepared		
6. WIB Approval		
7. Board of Supervisors BAI Prepared		
8. Board of Supervisors Approval		
9. Committee Assignment Completed		

### NOTES

# YOUTH COUNCIL FACT SHEET

## What is the Youth Council?

Each local board, in cooperation with the Chief elected official *for* the local workforce investment area, must appoint a Youth Council as a subgroup of the local Workforce Investment Board.

The youth council is a new feature of the Workforce Investment system that helps develop youth employment and training policy, brings a youth development perspective to the establishment of such policy, establishes linkages with other local youth services . organizations, and takes into account a range of issues that can have an impact on the success of youth in the labor market.

## Who can serve on the Youth Council?

Members of the local Board with a special interest or expertise in youth policy ; Representatives of youth service agencies, including juvenile justice and local law enforcement agencies;

- Representatives of local public housing authorities; Parents of eligible youth seeking assistance under the Act;
- Individuals or former participants, including representatives of youth-serving organizations that have experience relating to these activities; and

In addition, to these mandated membership categories, the chairperson of the Local Board may appoint other individuals. However, the decision to appoint additional representatives must be in cooperation with chief elected official.

## What will be the duties of the Youth Council?

The duties of the Youth Council include:

- (1) developing the portions, of the local plan relating to eligible youth, as determined by the chairperson of the local "Board";
- (1) recommending to the local Board eligible providers of youth activities to be considered for grants or contracts on a competitive basis ;
- (3) conducting oversight with respect to eligible providers of youth activities;
- (4) coordinating youth activities that are authorized by the Act ; and
- (5) other duties determined to be appropriate by the chairperson of the local board.

## Youth Council Membership Expectation and Commitment

- Attend, participate, ask questions
- Bring your special knowledge and expertise to the table - the economy, your industry and your organization
- Connect and bring connections to key outside organization, boards, businesses and elected officials.
- Understand the mission of the Workforce Investment Board.
- Get to know the work of the Workforce Investment Board.
- Come to meetings prepared by reviewing the entire agenda package.
- Commit and serve on one or more standing committees
- Focus on the substance of the meetings and on the possibilities of what needs to be accomplished.
- Let staff know if you need any help or assistance.
- It is the intent of the Workforce Investment Act that youth partnership be a subpart of the local partnerships, not separate entities.

## Youth Council Membership Criteria

### **Section 117(b)(2) of the Workforce Investment Act reads in part:**

#### **Membership.**

**(A)** The membership of each youth council:

- (i) shall include members of the local Workforce Investment 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.

## Youth Programs under the Workforce Investment Act

**(1) PROGRAM DESIGN.**-Funds allocated to a local area for eligible youth under paragraph (2)(A) or (3), as appropriate, of section 128(b) shall be used to carry out, for eligible youth, programs that

**(A)** provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills; occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;

**(B)** develop service strategies for each participant that shall identify an employment goal including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program and

**(C)** provides:

- (i) preparation for postsecondary educational opportunities, in appropriate cases;
- (ii) strong linkages between academic and occupational learning;
- (iii) preparation for unsubsidized employment opportunities, in appropriate cases; and
- (iv) effective connections to intermediaries with strong links to
- (v) the job market; and
- (vi) local and regional employers.

**(2) PROGRAM ELEMENTS.**-The programs described in paragraph (1) shall provide elements consisting of:

- (A)** tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
- (B)** alternative secondary school services, as appropriate;
- (C)** summer employment opportunities that are directly linked to academic and occupational learning;
- (D)** as appropriate, paid and unpaid work experiences, including internships and job shadowing;
- (E)** occupational skill training, as appropriate;
- (F)** leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
- (G)** supportive services;
- (H)** adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- (I)** follow-up services for not less than 12 months after the completion of participation, as appropriate; and **(J)** comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

### **(3) ADDITIONAL REQUIREMENTS:**

#### **(A) INFORMATION AND REFERRALS.**

Each local board shall ensure that each participant or applicant who meets the minimum income criteria to be considered an eligible youth:

- (i) shall be provided information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those receiving funds under this sub-title; and
- (ii) referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

#### **(B) APPLICANTS NOT MEETING ENROLLMENT REQUIREMENTS.**

Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs in accordance with subparagraph (A) to meet the basic skills and training needs of the applicant.

#### **(C) INVOLVEMENT IN DESIGN AND IMPLEMENTATION.**

The local board shall ensure that parents, participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the programs described in paragraph (1).

### **(4) PRIORITY.**

#### **(A) IN GENERAL.**

At a minimum, 30 percent of the funds described in paragraph (1) shall be used to provide youth activities to out-of-school youth.

#### **(5) EXCEPTIONS.**

Not more than 5 percent of participants assisted under this section in each local area may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such individuals are within one or more of the following categories:

- ⊙ Individuals who are school dropouts.
- ⊙ Individuals who are basic skills deficient.
- ⊙ Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals.
- ⊙ Individuals who are pregnant or parenting.
- ⊙ Individuals with disabilities, including learning disabilities.
- ⊙ Individuals who are homeless or runaway youth.
- ⊙ Individuals who are offenders.
- ⊙ Other eligible youth who face serious barriers to employment as identified by the local board.

### **(6) PROHIBITIONS.**

#### **(A) PROHIBITION AGAINST FEDERAL CONTROL OF EDUCATION.**

No provision of this Act shall be construed to authorize any department, agency, officer, or employee of the United States to exercise any direction, supervision, or control over the curriculum, program of instruction, administration, or personnel of any educational institution, school, or school system, or over the selection of library resources, textbooks, or other printed or published instructional materials by any educational institution, school, or school system.

**(B) NONDUPLICATION.**

All of the funds made available under this Act shall be used in accordance with the requirements of this Act. None of the funds made available under this Act may be used to provide funding under the School-to-Work Opportunities Act of 1994 (20 U.S.C. 6101 et seq.) or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work Opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act.

**(C) NONINTERFERENCE AND NONREPLACEMENT OF REGULAR ACADEMIC REQUIREMENTS.**

No funds described in paragraph (1) shall be used to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.

**(7) LINKAGES.**

In coordinating the programs authorized under this section, youth councils shall establish linkages with educational agencies responsible for services to participants as appropriate.

**(8) VOLUNTEERS.**

The local board shall make opportunities available for individuals who have successfully participated in programs carried out under this section to volunteer assistance to participants in the form of mentoring, tutoring, and other activities.

## YOUTH COUNCIL COMMITTEE STRUCTURE

### **OUTREACH & EDUCATION COMMITTEE:**

Identifies potential partners within the system to build policy and programs for youth. Builds awareness and skill in all programs (not only WIA programs) on the value of the youth development approach to education and workforce programs.

### **PLANNING & QUALITY ASSURANCE COMMITTEE:**

Reviews customer satisfaction/input and uses it for continuous improvement of youth programs and services. Researches and evaluates the best practices and current indicators for success.

### **LEADERSHIP/MARKETING COMMITTEE:**

Promotes the development of youth leadership within the community and on the Youth Council. Ensures that new youth members of the Youth Council are oriented and develop leadership skills. Takes the lead in providing opportunities for youth to take the lead roles on selected tasks in the strategic plan. Develops the marketing message to customers, constituents and stakeholders. Develops and monitors the marketing and communication plan. Develops marketing material. Markets new products and services. Promotes customer satisfaction with the system.

### **OPERATIONS COMMITTEE:**

Provides oversight to all the WIA functions that the Youth Council is responsible for. This includes developing the Request for Proposal for services; creating the mechanisms, policies and procedures to keep service providers accountable; develops competitive grant funds; investigates how money is spent in relationship to results produced. As the Council's overall work broadens beyond WIA, this committee will oversee all operational issues.