

Region 2 W.I.B. Youth Council

Meeting Minutes

December 13, 2007

Attendees: Jack Welton, Putnam County Community Action; Mark Spenser, Cabell County Board of Education; Micki Maley, WORKFORCE West Virginia; Tim White, Huntington Housing Authority/Cabell County Youth Empowerment Program; Loyd Casto, Human Resource Development Foundation; Rickey Meade, Mingo County Board of Education; Bill Linville, Lincoln County Board of Education; Sherri Napier, Program Navigator; Sandra Pertee, Wayne County Board of Education; Jackie Whitley, Southern WV Community & Technical College; Judy Hall, Southern WV Community & Technical College; Peggy Vance, Logan County Board of Education.

I. Welcome and Introductions

Claude J. Hunt, Executive Director called to order the regular meeting of the Region 2 W.I.B. Youth Council at 10:05 a.m. on December 13, 2007, at the Huntington WORKFORCE West Virginia One Stop.

II. Minutes for Approval- Youth Council Meeting of September 20, 2007

Minutes of September 20, 2007, were disseminated for review. Motion made for approval by Sandra Pertee and seconded by Bill Linville with the following corrections:

IV. Staff Reports-#2 Youth Service Provider Contract Changes, second sentence should read, "The youth funding year is April 1, 2007, through March 31, 2008. Youth contracts will be closed out March 31, 2008, for this program year."

The minutes were approved as corrected.

III. Preliminary Monitoring Report

- a. Outcome Requirements- The Department of Labor has requested information on youth School Status at Exit. This information is to be recorded under outcomes when all youth services have been completed.
- b. Monitoring- A monitoring visit by the Department of Labor was scheduled December 3-5 but has been rescheduled for March or April 2008. Files are to be in correct order, contain all verifications and eligibility documentation. Region 2 monitoring of youth contactors will begin in January 2008. Both program and financial reviews will be conducted.
The draft summary of monitoring conducted by the State was reviewed.
The performance report for PY '07 Quarter 1 was discussed. The three (3) Common Measures for youth were met or exceeded. However, more emphasis is to be placed on testing out of school youth in the appropriate timeframes.
Out of School Youth service providers are to be focusing on assisting youth in obtaining occupational skills in addition to GED attainment in order to prepare youth for self sufficiency. Leveraging of funds is vital to the program goals.

IV. Staff Reports

A reorganization of the Youth Council is needed with the resignation of Rita Chapman as Chair of this committee. The Youth Council Chair position is available.

- a. Program Design Recommendation- The youth program year will be May 1, 2008-April 30, 2009. The timeline for the Youth Request for Proposal (RFP) was discussed.
 1. The executive committee will approve the Youth Request for Proposal (RFP) at its January meeting.
 2. The RFP will be advertised in February

3. Awarded in March
4. Effective May 1, 2008.

Close-out packages for this program year will be distributed in February with the submission date of April 30, 2008.

The RFP Design Team is composed of members of the Youth Council. Members are requested to fax their design ideas to Mr. Hunt containing how the program is to be integrated, who would operate the program, partnerships, and program design elements that insures placement. The targeted youth are those in alternative school, youth in foster care and aging out of foster care and youth transitioning out of detention centers.

- b. Funding Recommendation- A letter of explanation on reimbursements to youth contractors was sent to the authorized representative, in most cases the Superintendent of schools in each county for in school youth, executive director or president for out of school youth . A copy was also mailed to the supervisor of the youth program in each county.
A 20% cut in youth funding is expected for PY '08. However, Ms. Maley reported an estimated 10% cut is anticipated.
- c. Mission West Virginia conducts a program entitled "Build It, Keep It, Share It". This program provides instruction for youth on building a new computer. Youth are asked to share the computer with someone in their household or someone in the community. The cost of this program is \$400 per person. Sponsorships and community support would help defray the cost. Other regions have had great success with this program.
- d. Youth ages 18-21 could be referred to the On the Job Training Program. Loyd Casto, Job Developer for the OJT contractor, disseminated information.
- e. Marshall will conduct a free eight (8) week college introduction course. This class is scheduled to begin in February.
- f. Out of School youth will have the opportunity to receive FASFA information beginning in January in Huntington and Logan. All Out of School youth are encouraged to attend.
- g. An article entitled "Under-Equipped and Unprepared: America's Emerging Workforce and the Soft Skills Gap" in Issue Brief , Workforce Readiness was disseminated. The article discussed the need to teach soft skills in high schools. Youth service providers are to provide opportunities of instructions such as budgeting, communication, team work, and other work readiness skills. Region 2 has Worldwide Internet Network (WIN) and InfoSource that is available to youth contractors that will assist in providing work readiness skills.
- h. PY '06 funding issues are continuing to be resolved. Information will be provided as it becomes available.

V. Navigator Presentation

Sherrri Napier, Huntington One Stop Program Navigator, made a brief presentation on her duties and responsibilities. John Mays is the Program Navigator for the Logan area.

VI. The meeting was adjourned at 11:55 a.m.

Next Meeting To Be Announced

Submitted by Teresa Dailey