

## YOUTH COUNCIL MEETING MARCH 22, 2007

### *Minutes*

**Attendees:** Bill Linville, Kent Wilkinson, Angel Plante, Loyd Casto, Patsy Smith, Ricky Mead, Jack Welton, Tim White, Sandra Pertee, Paula Meadows, Jeff Plymale, Mark Spencer, Teresa Dailey, Chris Hupp, Peggy Vance, Teresa Dailey, Lisa Thornburg, Claude J. Hunt, Region 2 Executive Director and Rita Chapman, Youth Council Chair.

- I. Welcome and Introductions were conducted by Rita Chapman, Youth Council Chair. The meeting was called to order at 9:40 a.m.
- II. Minutes for Approval- Youth Council Meeting of November 30, 2006. Tim White made the motion to approve the minutes of November 30, 2006. Sandra Pertee seconded the motion. Motion approved.

### III. Staff Reports

#### A. Youth Updates

Executive Director, Claude J. Hunt

1. Youth Symposium- The focus of the Youth Symposium was Recruit Intelligently and Placement. Recruit youth who understand employment is the ultimate goal of the WIA program. Youth who are not selected as a WIA participant should be referred.
2. Youth One Stop- The Douglas Center One Stop is in operation. Beginning the first Wednesday in April, a WIA case manager will be at the Douglas Center to assist adults with job placement.

Mr. White, Program Coordinator, Cabell County Youth Empowerment Program, informed the council of a cooperative effort with the Huntington Chamber of Commerce Young Professionals Committee to donate appropriate work/interview clothing for the Douglas Center. Work attire is distributed by a voucher system. Hospital scrubs are also available for those entering the health care field. The voucher will be accepted by any of the Region 2 Youth Service Providers.

*Note: A copy of the clothing voucher was disseminated to youth service providers via e-mail.*

An in bound calling center will be hiring 750 workers by July 1 starting at \$7 per hour. PRC will be hiring food handlers for the cafeteria, grounds keepers, janitors and other positions.

3. Youth Council Update- Youth and parents of youth need to be recruited for the Youth Council. Please send your recommendations to Mr. Hunt.
4. PY '07 Funding -It is projected a funding cut of 15% for WIA youth programs this coming program year. The funding cut for West Virginia is due in part because of the relatively low unemployment in our state which reduces funding. However, youth funds are formulated by the number of families living below the poverty level. Transportation is problematic in our state, especially in rural areas.

A meeting is scheduled for April 24 at 10:00 with all current In- School WIA Youth Service Providers. The meeting will be located at the Huntington One Stop. All current Out of School WIA Youth Service Providers will also meet on April 24 at 1:00 p.m. to discuss PY '07 funding. It is anticipated Region 2 will receive notification of youth funding for PY '07.

5. Upcoming Job Fairs- Mini Job Fairs are conducted at the Huntington One Stop. Signage is provided by Region 2 WIB. Mini Job Fairs in each WORKFORCE West Virginia Center or alternative locations in Region 2 is being planned. Several Job Fairs have been scheduled around the region. Youth who come to the fair need to bring a copy of their resume' and be dressed for an interview
6. OJT Update- Introduction of Job Developer- Mr. Loyd Casto is the newly hired Job Developer working for HRDF, the OJT contractor for Region 2. There has been no Out of School WIA Youth referred for this training to date. Contact information for Mr. Casto was disseminated.

Mr. Hunt disseminated WorkKeys information. Beginning July 1, 2007, all Out of School youth will be pre and post tested in Reading and Math using WorkKeys Testing materials. All Out of School youth are to be pre tested to determine basic skill deficiency. If youth score at or below the 8<sup>th</sup> grade level, remediation must occur until they are no longer basic skill deficient. Those youth testing as basic skill deficient in the pre test must be post tested no later than one year from the date of the first youth service and yearly if they remain deficient. Out of School youth providers will receive instruction on administering the WorkKeys. There will be an \$11 charge for scoring and providing materials for the reading and math tests.

Youth providers who utilize The Read Right Program will be responsible for funding that service directly.

The Youth ITA waiver was granted to West Virginia to allow funding for occupational training using youth funds. This waiver is granted for one year only. It is unknown if West Virginia will seek the waiver for PY '07. Discussion will be held on April 24 on how the Youth ITA's will be funded. Region 2 must approve all youth ITA's. The WIB will review in school youth who are 19 at the time of graduation on a case by case basis if they are seeking a youth ITA.

**B. Financial Summary**                      Chief Financial Officer, Lisa Thornburg

Assisting WIA participants in completing financial aid applications has saved over \$200,000. This savings allows Region 2 the ability to provide funding for more customers needing occupational training.

Region 2 had requested drawn down funds from the State over two months ago. Notification has been received that these funds are now available. Reimbursements to youth service providers will be sent promptly.

1. Monthly Reports- Reports are to be submitted to the WIB no later than the 10<sup>th</sup> of each month.
2. PY '06 Closeout- Youth providers are requested to submit a letter of intent to resume providing youth services before April 1, 2007. Providers who continue providing services will also be required to submit a program summary and modified budget after notification of funding amounts. If providers choose not to renew the contract for PY '07, a close out package is to be completed.

An increase in the percentage of youth funds serving out of school youth has been designated by Region 2. 60% of youth funds will be awarded to Out of School providers and 40% will be awarded to In School Providers. PY '06 funds not expended will not be allowed to be carried-over into PY '07. Funding awarded to States must be spend in three (3) years while funds awarded to WIB's must be spent in two (2) years.

- C. Performance- Performance Specialist/Program Monitor, Teresa Dailey  
Youth performance has improved this program year. Region 2 has met at least 80% of the negotiated levels for Common Measures in youth placement in employment or education before the first quarter after exit and youth diploma, degree or certificate before the end of the third quarter after exit. The measure of Literacy and Numerosity has not been reported to do a conflict in the data validation worksheet and TEGL 17-05. The Department of Labor has been requested to clarify reporting requirements for this measure. As of this date, no reply has been received.
1. Youth Credential Policy State and Local – Teresa Dailey attended a Youth Credential Training in Philadelphia March 13-14, 2007. States and locals are to develop a youth vision and a youth credential policy in accordance with the Common Measures Training Employment and Guidance Letter 17-05. The proposed Youth Credential Policy for Region 2 was disseminated. Rita Chapman made a motion to recommend the Region 2 Youth Credential Policy to the Executive Committee. Bill Linville seconded the motion. Motion approved. The recommendation will be presented at the April Executive Committee meeting..
  2. Youth Credential Training- See Attached
  3. MACC Focus Group Update- See Attached
- D. Monitoring Chief Financial Officer, Lisa Thornburg  
Performance Specialist/Program Monitor, Teresa Dailey  
Ms. Thornburg explained that monitoring is conducted to insure Region 2 is in compliance with Department of Labor regulations. The monitoring schedule has been revised. Providers will be sent a scheduled visit letter to confirm date and time.

#### IV. Adjourn