

Region 2 W.I.B. Youth Council

Meeting Minutes

May 24, 2007

Attendees: Francis Banks, Job Corp; Kent Wilkinson, Southern WV Community & Technical College- OSY Program; Sandra Pertee, Wayne County Board of Education- ISY and OSY Program; Sue Davis, Boone County Board of Education- ISY Program; Bill Linville, Lincoln County Board of Education- ISY Program; Micki Maley, WORKFORCE West Virginia, State Youth Coordinator; Rickey Meade, Mingo County Board of Education- ISY Program; Mark Spencer, Cabell County Board of Education- ISY Program; Tim White, Huntington Housing Authority/CCYEP OSY Program; Jordan Williams, WIA Youth Participant-CCYEP; Nicholas Milam, WIA Youth Participant-CCYEP; Jessica Haynes, Putnam County Community Action; Jack Welton, Putnam County Community Action-OSY Program; Peggy Vance, Logan County Board of Education- ISY Program; Rita Chapman, Job Corp., Youth Council Chair; Teresa Dailey, Region 2 WIB staff
Claude J. Hunt, Region 2 WIB Executive Director

I. Welcome and Introductions

Rita Chapman, Youth Council Chair called to order the regular meeting of the Region 2 W.I.B. Youth Council at 9:39 a.m. on May 24, 2007, at the Huntington WORKFORCE West Virginia One Stop.

II. Guest Speaker

Ms. Hope Smith, West Virginia DHHR Foster Care Coordinator, was scheduled to appear. In her absence Mr. Hunt explained the importance of involving youth in foster care in the WIA program. Ms. Smith's contact information will be made available.

III. Approval of minutes from last meeting

Minutes of March 22, 2007, were disseminated prior to the meeting for review. Motion made for approval by Kent Wilkinson and seconded by Bill Linville. The minutes were approved as read.

IV. Staff Reports- Jake Hunt, Region 2 WIB Executive Director

Three (3) WIA Youth participants were in attendance. Two of the youth spoke on how the WIA program is helping them attain their GED and an occupational skill. Huntington Housing Authority/CCYEP graduated 32 youth who attained their GED.

a) Youth Updates

1. Douglass Centre Update- Region 2 adult case manager, Rex Stickler, visits the Douglass Centre to provide job placement assistance.
2. Pre and Post Testing OSY with WorkKeys- July 1, 2007, all OSY will be tested using WorkKeys as the assessment tool for determining basic skill deficiency. All out of school youth must be both pre tested and post tested for improvement in math and reading if they were determined b. The pre test can be administered up to six (6) months prior to receiving the first youth service but is to be tested no later than 60 days of receiving the first youth service. The same test must be used in the post test as was used in the pre test.
3. Hospitality Training- Goodwill Industries is providing hospitality training to WIA out of school youth in Huntington, Williamson and Logan. This is an eight (8) week course that combines training with work experience. This is an approved certificated occupational training program. Class dates were disseminated. The first class will begin July 2, 2007 at the Huntington Goodwill Location. Service Providers are requested to email names of participants wanting to enroll in the hospitality training to Mr. Hunt. Twenty (20) seats are available for each session. Region 2 WIB is providing the funds for this training. Youth service providers are encouraged to assist in providing transportation
4. Upcoming Job Fair- The 2007 Job Fair is being sponsored by Huntington WORKFORCE West Virginia and the Ohio Workforce program in Ironton, Ohio. Over 80 employers and service providers will be at the Big Sandy Superstore Arena on June 5, 2007. Job Fairs have also been held in Lincoln and Boone County. Mini job fairs are conducted on an ongoing basis at the Huntington WORKFORCE West Virginia One Stop.
5. Meeting Performance in PY '07- Performance consists of three common measures for youth-attainment of a diploma, GED, degree or certificate by the third quarter after exit; placement in employment or post

secondary education first quarter after exit and for OSY literacy /numerous gains for those who have been determined basic skill deficient. Several programs already exist that will assist you in insuring youth are receiving occupational training including the West Virginia Apprenticeship program and Job Corp.

A night time GED program in Putnam County has been proposed. The Putnam Learning Center is moving to a new location July 1, 2007. The new location will be ADA compliant. Region 2 and Region 3 are joining efforts to provide services to the citizens at the new Putnam Learning Center.

6. Youth Service Providers will receive notification of the date to submit the Statement of Work and Budget Summary for PY '07.

Education and the Arts will once again provide Financial Aid Information to the high schools in our region beginning the month of October. Financial Aid handbooks were disseminated.

b) Financial Summary

1. PY '07 Funding- Region 2 received a 20% reduction in youth funds for next program year in the amount of \$200,000. Region 2 received a total of \$597,492 in youth funds for the upcoming program year. The out of school youth service providers' funding was calculated using each county population plus the poverty rate in each county. The formula used to calculate funding for in school youth service providers was the high school population in each county. The PY'07 proposed funding award information were disseminated. In School youth service providers can join together to provide WIA services. We will serve 100 less in school youth in PY '07 and 40 less out of school youth due to the funding cut.
2. PY '06 Closeout- Youth contracts will be closed out June 30, 2007. ISY and OSY carryover funds will be redistributed among the respective funding streams.

c) Performance

1. PY '06 Quarter 3 was reviewed by handout. The final report for PY '05 performance revealed Region 2 failed two performance measures. Both failures were in youth performance. However, all three common measures were met this quarter. This is the first quarterly report received that captured the literacy and numerous performance. Both common measures reported were met the other quarters this program year. The reporting dates for this measure were from July 1, 2005 - June 30, 2006. Two youth were in this cohort for the literacy and numerous measure since the reporting dates were from last program year when this measure was not captured.
2. The reporting schedule was reviewed by handout.

V. Monitoring

- a) Youth service providers were monitored three times in PY'06. Additional monitoring is conducted monthly when the participant reports are submitted. Common concerns during this year's monitoring were:
 - Little or no follow up after the completion of services
 - Little occupational training
 - Payroll verifications did not correspond with the timesheets or were missing from the file
 - GED preparation is the major activity for out of school youth
 - Few referrals to the on-the-job training program for OSY
 - Participant reports are not submitted in a timely manner-
 - Little or no placement activity including no referrals to the One Stop for job placement assistance
- b) Youth service providers will be monitored no less than one time in PY '07. A follow-up monitoring review will be conducted on all providers who must submit a corrective action plan from the previous monitoring review.

The WORKFORCE West Virginia conference will be held at the Mountaineer Racetrack and Gaming Center in Chester, West Virginia July 24-27, 2007. The Department of Labor will be conducting a Literacy and Numeracy workshop. Other states within DOL Region 2 are invited to attend. Early bird registration must be before June 30 to receive the \$125 rate. After June 30 the registration will be \$200. Room rates are \$58 per night.

VI. Adjournment

Rita Chapman, Youth Council Chair, adjourned the meeting at 11:15 a.m.
Minutes submitted by: Teresa Dailey