

## ***Region 2 W.I.B. Youth Council***

### ***Meeting Minutes***

September 20, 2007

**Attendees:** Jackie Whitley, Southern WV Community & Technical College- 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; Kelly Plantz, Huntington Housing Authority/CCYEP 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 the meeting to order at 10: 02 a.m. on September 20, 2007, at the Huntington WORKFORCE West Virginia One Stop.

#### **II. Assisting Youth with Disabilities**

The guest speaker was unable to attend the meeting. The Learning Needs Screening, directions and referral information was presented by Teresa Dailey.

#### **III. Minutes for Approval**

A motion to approve the meeting minutes of May 24, 2007 was made by Sue Davis and seconded by Bill Linville. The motion was approved.

#### **IV. Staff Reports –**

##### **A. Youth Updates -Claude J. Hunt**

1. Pre and Post Testing OSY with WorkKeys- Effective July 1, 2007, all Out of School Youth will be pre tested and post tested where appropriate, utilizing WorkKeys as the assessment tool. Youth will be assessed in both Reading and Math. The writing assessment will be conducted through the WIN curriculum. OSY providers who do not have access to WIN should contact the WIB office.
2. Youth Service Provider Contract Changes- Mr. Hunt explained the Youth Plan for PY ,07. The youth funding year is April 1, 2007, through June 30, 2009. However, youth contracts will be closed out March 31, 2007, since there is no guarantee of continued funding or the amount of funding. Region 2 will be formulating Request for Proposals (RFP) for youth services for next program year, May 1, 2008-April 30, 2009. A committee was established to design the RFP. Serving on the committee is Jackie Whitley, Peggy Vance, Rickey Meade and Kelly Plantz. Greater emphasis will be placed on services for Out of School Youth. Youth funding will be 70% for Out of School and 30% for In School Youth. Region 2 expects to receive a 15% reduction in youth funds for next program year. Funds must be expended before reimbursement can occur.
3. The Hospitality Training Workshops scheduled in September were cancelled.
4. Education and the Arts Financial Aide Workshops to being October at each high school in Region 2. Out of school youth are encouraged to attend.
5. Youth service providers are to return the program close out packages for PY '05 and PY '06 this month.

**B. Performance – Teresa Dailey**

1. Negotiated Performance Levels for PY '07 for the State of West Virginia were reviewed. Performance levels are:

<b>Youth Measure</b>	<b>Performance Level</b>
Attainment of Degree or Certification	45%
Placement in employment or education	61%
Literacy and Numeracy gains (Basic skill deficient Out of School Youth)	

2. Preliminary reports for Attainment of a Degree or Certification for PY '07 Quarter 1 is 72.5% in Region 2. The goal in Region 2 is 75%. The report is for the period January 1, 2006 –December 31, 2006, and is in accordance with the Reporting Schedule. Region 2 can reach this goal when coordination between in school and out of school service providers occur and when regular contact with youth is made. Studies have shown there is greater success in helping youth succeed when a relationship is built with the youth counselor.

Preliminary reports for Placement in Employment or Education for PY '07 Quarter 1 is 76.4% in Region 2. Long term and short term career planning and assessment is essential if Region 2 is to continue the 75% placement rate but most importantly to provide greater employment opportunities to our youth.

Data Validation Requirements were disseminated.

3. Sections of the training guide, IMPROVING DEMAND-DRIVEN SERVICES AND PERFORMANCE: Toolkit For Effective Front-line Services To Youth was disseminated. This manual is a guide to assist youth service providers in identifying and providing services to the neediest youth as defined in the *Shared Vision for Youth Training Employment and Guidance Letter* from the Department of Labor. A thorough assessment to identify barriers and extensive career planning is essential in order to provide quality services to youth.
4. Region 2 has redesigned forms for this program year that are to be utilized by youth contractors. Monitoring by both the region and the state has necessitated form revisions in order to comply with Data Validation Requirements as well as Equal Opportunity Requirements.

A motion to adjourn the meeting was made by Bill Linville and seconded by Peggy Vance. Motion carried. The meeting was adjourned at 11:40 a.m.

**Submitted by Teresa Dailey**