

YOUTH COUNCIL MEETING
November 30, 2006

MINUTES

Attendees: Kent Wilkinson, James Owens, Tim White, Sandra Pertee, Donna McHale, Jack Welton, Mark Spencer, Ricky Meade, Bill Linville, Keith Phipps, Peggy Vance, Micki Maley, Rita Chapman, Youth Council Chair, Jake Hunt, Region 2 WIB Executive Director, and Teresa Dailey

- A. Welcome and Introductions
- B. Minutes- A motion was made by Mark Spencer and seconded by Tim White to approve the Youth Council Meeting minutes of September 28, 2006. Motion approved.
- C. Certificates-No youth participants attended the HOST training in Huntington. This training was conducted by Goodwill at the Virginia Street location in Huntington. The HOST training would provide a recognized certificate for the youth performance measure. All youth service providers in Region 2 are expected to meet the Common Measure of 70% attainment of a degree or certificate by the end of the third quarter after exit.

Job shadowing opportunities will also be offered through Pretera.. The Peer to Tutor program will assist individuals with mental health issues employment opportunities.

Job Readiness workshops are available through the EXCEL program for Out of School Youth.

- D. Status of Youth One Stop and Youth Council- The March Youth Council Meeting will be held at the Douglas Center. The Douglas Center houses various organizations; among them are the Cabell County Out of School Youth Program, and the Health Clinic. The Youth One Stop will assist in recruiting youth who visit the Health Clinic to become WIA participants. The Douglas Center is the location of the proposed Youth One Stop in Region 2. The Youth One Stop will be connected to the Huntington One Stop by webcam. Directions will be mailed along with the agenda.

Youth participants and parents are needed for the Youth Council from both In school and Out of School youth programs. Cabell and Wayne programs are requested to inquire if participants and parents are interested in becoming members of the council. Mileage will be paid to attend meetings. Please submit names to Mr. Hunt by the March meeting if participants and parents are interested

in serving on the council. Other counties are welcome to recruit participants and parents as members of the council.

- E. Letter of Intent- A Letter of Intent to Return to the WIA Program was disseminated and discussed. This form has been approved by the Region 2 WIB attorney and is to be utilized whenever there is a “planned gap in service.” The planned gap in service must be for health/medical reasons, temporary move from the area if reservist called to military duty, institutionalized- hospital or detention center, or if there is a delay in training. The participant must complete this form **prior** to the break in services. Appropriate documentation is also required for validation. Copy Attached.
- F. MACC Update
1. Assigning Core Services- Assign the core service of “Received Workforce Information Services” Y4002 WIA-Y to all youth from 2005 to current. You will enter the date the participant signed the Youth Program Application. You can assign this service even if participant has been soft exited. To get the date to enter for the core service from the MACC go to the Program Eligibility folder and click on WIA Funds Youth.
 2. MACC Focus Group- The first meeting of the MACC Focus Group was October 31. The Focus Group will make recommendations for establishing continuity throughout the state for assigning services and outcomes; developing MACC manuals; recommendations for automatic and advanced search reports; defining terms; and insuring accurate and consistent data from the MACC.
- Common Measures were also discussed in the Focus Group meeting. West Virginia received a one-year waiver to report only Common Measures for this Program Year.
- As you know, monthly desk audits are conducted from the Participant Reports. Several Out of School Youth Providers are not entering the pre test or the post test scores for literacy or numeracy gains for those youth who have been identified as basic skill deficient. The pre-test may be given up to six (6) months prior to receiving the first youth service but no later than 60 days after providing the first youth service. Those youth who have been determined to be basic skill deficient must be post tested within one year from the first youth service.
- G. Monthly Report Requirements- A new Cost Allocation Plan must be completed for all participants to reflect your PY '06 funding. All required reports are to be submitted to the Region 2 WIB office no later than the 10th of each month. Some youth providers are not meeting this requirement. This information is used to prepare a youth summary report for the Executive Committee and Full Board of Region 2.

It has been reported there have been no referrals for the Youth OJT program. Contact Christy Payne for OJT opportunities.

H. Contract Requirements – It is the responsibility of the youth contractors to operate their programs in compliance with the approved proposal. Youth contractors are required to have enrolled at least 50% of the contracted number of youth to serve by December 31, 2006. The youth registrations beginning July 1, 2006, was disseminated. Mr. Hunt explained youth service providers may be granted permission to increase the number of youth they are to serve if all common measures are met by at least 80%. Prior approval from the Region 2 WIB is required.

The outcome of WIA must be employment. You can refer youth to other service providers when they are not accepted into the WIA program.

I. Revised Monitoring Schedule- disseminated

Mr. Hunt will be attending the December Youth Symposium in Chicago. One of the focuses of the conference will be on recruiting Out of School Youth. Conference information will be discussed at the March meeting.

All Out of School Youth Providers will be required to use Work Keys as the assessment tool beginning next program year.

Financial Aide workshops have been conducted in all seven counties in Region 2 with over 500 parents and youth attending.

Ms. Maley reported the WORKFORCE West Virginia conference will be held July 24-27, 2007 at the Mountaineer. More information to follow as it becomes available.

WIA Day with the Legislatures will be announced at a later date.

Meeting Adjourned

Submitted by Teresa Dailey