

**YOUTH COUNCIL MEETING
SEPTEMBER 28, 2006**

Minutes

Attendees: Kent Wilkinson, Jack Welton, Dawn Bennett, Patsy Smith, Ricky Meade, Tim White, Mark Spencer, Sandra Pertee, Paula Meadows, Peggy Vance, Teresa Dailey, Lisa Thornburg, Rita Chapman, Chair of the Youth Council, and Jake Hunt, Executive Director.

A. Welcome and Introductions- Rita Chapman, Youth Council Chair, welcomed the members. An introduction of those in attendance was conducted.

B. Presentation - Jack Welton, Out of School Youth Coordinator, Putnam County Community Action, reviewed the two reports he wrote regarding drop out prevention and information as youth drop out of school in Putnam County and nationwide. The reports are distributed at the high schools in Putnam County. Information on the out of school youth program, S.T.E.P. is included in the reports as well as a Teen Referral Guide for available services. (S.T.E.P. is Stepping Toward Employment Program.) Mr. Welton is a retired Putnam County School official. Cooperative efforts have been accomplished through an increase in communication between the schools and the out of school youth program in Putnam County.

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Dawn Bennett, Read Right, Putnam County Community Action, made a presentation on the Read Right Program. Several members expressed interest in having Read Right available for their youth. Ms. Bennett is to contact those youth service providers to set a meeting date for discussion on providing Read Right services.

C. Performance Levels for Common Measures- Mr. Hunt reviewed the Common Measure definitions and Region 2 goals for performance. Contractors must meet 80% of Common Measures to be considered for future funding.

Literacy and Numeracy gains are to be tracked by pre and post testing for out of school youth who are basic skill deficient.

On-the-job training for youth is designed to assist those youth who have not found employment after completing all WIA services. No youth have been referred to this training program to date. Youth service providers are encouraged to utilize this service.

A copy of the State Policy on Alternative Education was disseminated. In order for providers to assign alternative school as a service, it must comply with the state's policy. Homebound is an alternative education but home school is not. Homebound teachers are provided by the Board of Education.

D. Certificates-Some youth service providers are not meeting the attainment of degree, diploma or certificate common measure. According to the Department of Labor, an OSHA certificate is not a direct employment program, therefore it not an approved certificate according to TEGL 17-05. The definitions of approved certificates were distributed.

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Ms. Pertee, Wayne County In School and Out of School service provider, informed the council Marshall Community and Technical College has worked with their county to provide the opportunity for five certificated programs for both in school and out of school youth. Community members may also attend the classes for the normal fee. The WIA youth program pays a reduced fee for participants attending the courses. (Youth also receive college credit.)

Mr. Wilkinson, Southern WV Community and Technical College, commented Southern conducts Fast track courses where college credit is received.

Mr. Tim White, Cabell County out of school youth service provider, informed the council Marshall Community and Technical College offers a manufacturing course. A GED or diploma and be at least 18 years of age is required. The fee is \$50 for WIA youth.

In order to prepare our youth for the workforce Goodwill Industries will be conducting Hospitality Training (HOST) for out of school youth. This program is an approved certificated program and is to be considered an additional certificate for those youth needing to obtain a GED. This training program is a 4 week course that includes the Food Handlers certificate. Training will be conducted six (6) hours a day, five (5) days a week. Excel students will also be participating in this training program. Participants who complete this program could seek employment in the hospitality industry. The HOST program will be offered in Huntington and Williamson. Transportation is to be arranged by the youth service providers. The fall session of HOST will be paid by the WIB. Youth service providers are to submit a written request to the WIB office with the names of the participants who will be attending the HOST program. Lunch will be provided.

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- E. Monthly Reports- Teresa Dailey reviewed the required report submission dates for the Statement of Costs, Expenditure verification and the monthly Participant Activity Report. Reports are to be in the Region 2 WIB office no later than the 10th of each month. If expenditure verification is not available until after the 10th, providers are required to submit the monthly Participant Activity Report by the 10th of each month in order to prepare a summary of youth being served in Region 2 for the Executive Committee and the Full Board. The monthly reports are also utilized in conducting desk audits. The Statement of Costs and Expenditure Verification are to be submitted the WIB as soon as they are available. Reimbursement will not occur until all three required reports are submitted.

Youth providers are requested to send success stories of how the WIA youth program has impacted lives of youth no later than October 15.

- F. Meeting Schedule- A Youth Council Meeting schedule for the remainder of this program year was disseminated.

The Youth Council is to include parents and WIA youth participants. Each provider is requested to submit names of parents and youth who are willing to be members of the Youth Council. Parents and youth will provide valuable insight on what is needed to improve the services of the WIA youth program in Region 2 in order to prepare our youth for the workforce.

- G. Youth Participants- Mr. Hunt will request an Upward Bound Program representative to speak at

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the November Youth Council meeting. The presentation will include requirements and benefits of the Upward Bound Program.

Contract Requirements-Youth service providers are to enroll by December 31, 2006, at least 50% of the contracted number of youth they are to service, or funding may be reduced for the remainder of the program year.

Next Scheduled Quarterly Meeting:

Date: November 30, 2006

Time: 9:30 a.m.

Location: Region 2 W.I.B. 2699 Park Avenue, Huntington