

**Merced County Workforce Investment Board
Youth Council**



**Merced County Office of Education, J-2
632 W 13th Street, Merced, CA
April 15, 2009 – 4:00 to 5:00 p.m.**

Meeting Agenda

<http://www.co.merced.ca.us/wi/youth/youth.html>

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1. Call to Order and Roll Call
 2. Approve Agenda
 3. Approve Minutes (February 11, 2009)
 4. Public Opportunity to Speak
 5. Announcements.....
 6. Action Agenda
 - a. Youth Council Membership – Atenas Vallejo..... Alfredo Mendoza
 - b. Youth Council Membership – Nellie McGarry
 - c. Youth Council Membership – John Fowler..... Alfredo Mendoza
 - d. Youth Council Membership – Robert Bender
 - e. Work Readiness Definition..... Alfredo Mendoza
 - f. Approve New Contract for 09/10 and ARRA Augmentation to YOP... Alfredo Mendoza
 - g. Approve New Contract for 09/10 and ARRA Augmentation to Empower Alfredo Mendoza
 7. Discussion Agenda.....
 - a. Youth Resource Directory Ad-Hoc Committee Update
 - b. YOP Contract Amendment for Summer Youth..... Alfredo Mendoza
 - c. Empower Contract Amendment for Summer Youth
 8. Information Agenda
 - a. Youth Council Resignation – Becky Lincoln
 9. Chair Comments/Roundtable/Future Agenda Items.....
 10. Date/Time and Location of Next Meeting – May 13, 2009, 4:00 p.m., Dept of Workforce Investment, Large Conference Room, 1880 Wardrobe Ave, Merced
 11. Adjourn

Workforce Investment Board of Merced County Youth Council

MC Office of Education, Clark Room
632 W. 13th Street, Merced, CA

Wednesday, February 11, 2009 – 4-5:30 p.m.

Meeting Minutes



<http://web.co.merced.ca.us/wi/youth/meetingpkts/meetingpkts.html>

Members Present: Stephanie Busbea, Claudia Corchado (Vice Chair), Patricia Evans, Alexander Hall, Kathy Hassett, Mary Jane Hawkes, Taide Hernandez, Henry Ildefonso, Edgar Perez, Nancy A. Silva, Vann (Mike) Smith

Members Absent: Bob Bittner, Martha Dueñas, Rennise Ferrario (Chair), Richard Mahacek, Stefani Martinez, Holly Newlon, Rick Osorio, Samuel Rangel

Others Present: Dee Knight, Alfredo Mendoza

1. Call to Order/Roll Call: The Vice Chair, Ms. Claudia Corchado, called the meeting to order at 3:09 p.m. Roll Call was taken.

2. Approve Agenda: It was *M/S/C Hall/Evans* to approve the agenda as published.

3. Approve Minutes: It was *M/S/C Hassett/Smith* to approve the October 8, 2008 minutes.

4. Public Opportunity to Speak: None.

5. Announcements:

Mr. Alexander Hall noted Parks and Community Services will be having two park dedications—1) “Murchie Park” on Saturday, Mar 14, 2009, 12-2 p.m., at Arrow Wood and Bancroft Streets (Bellevue off ‘M’ St, north of Merced College), and 2) Bernasconi Park on Friday, Apr 24, 2009, 12-2 p.m., located south of Yosemite and east of McKee.

6. Action Agenda:

a. Ad-Hoc Committee to Update Youth Resource Directory: Staff noted volunteers were needed for the Youth Resource Directory ad-hoc committee. It was *M/S/C Hall/Hassett* to accept the following volunteers: Ms. Claudia Corchada, Ms. Patricia Evans, Mr. Alexander Hall, Ms. Kathy Hassett, Ms. Mary Jane Hawkes, Ms. Taide Hernandez and Mr. Henry Ildefonso.

b. Youth Council Member Termination – Ms. Deloris Sharp: Staff noted all attempts to contact Ms. Sharp were unsuccessful; therefore, it was requested her name be removed as a member. It was *M/S/C Hassett/Smith* to remove Ms. Deloris Sharp from the Youth Council, effective Feb 11, 2009.

7. Presentation – CalGRIP Video: Staff presented a video that was shown at the Youth Conference regarding the impression CalGRIP has made on the life of two of the participants. There are 31 enrolled in the program, and a total of 40 will be served.

8. Reports – CA Workforce Association Youth Conference: The Annual Youth Conference, January 20-22, 2009, in Long Beach, CA was attended by Ms. Nancy Silva and Mr. Alfredo Mendoza. They provided highlights of the following workshops attended:

- Projects, Basic Learning (concept on a different way of learning);
- Gang Diversion & Intervention-Larry Robbins (tools to use in working with gang-related youth);
- Reducing the Dropout Rate in California (a mentoring program); and
- Entrepreneurship and related websites—elance.com (to find anything you want done), alibaba.com (to find very low priced items that anyone can resell), eclips.cornell.edu and ecorner.stanford.edu (for guest lecturers), and vistapring.com (for free business cards).

Staff will get a copy of the video for the Youth Council made by Ideal, which pertains to creating products and making them better.

9. Information Agenda:

a. Empower Quarterly Report: Staff gave an overview of the enrollments for Empower and YOP. Staff met with Merced County Office of Education to make sure the contracts funds would be spent.

b. YOP Quarterly Report: See item 9.a. above.

Staff noted there would possibly be a Summer Youth Program included in the stimulus package. The Department is getting everything started in expectation of these funds.

10. Chair Comments/Roundtable/Future Agenda Item: The Vice Chair noted the Youth Council membership is missing some sectors. She would like a list for review to pinpoint the missing sectors so recruitment discussions can begin.

Staff noted Mr. Kurt Silva, Employment Development Dept, has been asked if he would allow one of his YEOP employees to be a member of the Youth Council.

11. Date, Time and Location of Next Youth Council Meeting: March 11, 2009, 4:00 p.m., Merced County Office of Education, Room J-2 , 632 W 13th Street, Merced.

12. Adjourn: The meeting adjourned at 5:01 p.m.

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Application for Membership

PROPOSED MOTION(S): That the Youth Council approve Ms. Atenas Vallejo, EDD Student Assistant/Peer Mentor, for membership on the Youth Council.

DISCUSSION: Ms. Vallejo applied for membership on the Youth Council. Ms. Vallejo has served as Student Assistant/Peer Advisor through the Employment Development Department's Youth Opportunity Program. Ms. Vallejo is a former youth program participant and wishes to become more involved with the community.

ATTACHMENT(S): Application will be available at the meeting.

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Application for Membership

PROPOSED MOTION(S): That the Youth Council approve Ms. Nellie Mc Garry, Board President of the Merced Boys & Girls Club, for membership on the Youth Council.

DISCUSSION: Ms. Mc Garry applied for membership on the Youth Council. Ms. Mc Garry has served on numerous organizations including Chambers of Commerce and the Workforce Investment Board, Kiwanis and is a past Youth Council member. Ms. Mc Garry would like to provide more opportunities to youth and brings years of experience in working directly with Workforce Investment Act programs.

ATTACHMENT(S): Application will be available at the meeting.

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Application for Membership

PROPOSED MOTION(S): That the Youth Council approve Mr. John Fowler, Former Director of Merced County Dept. of Commerce, Aviation, & Economic Development, for membership on the Youth Council.

DISCUSSION: Mr. Fowler applied for membership on the Youth Council. Mr. Fowler has served on the P-16 Council, Merced County Workforce Investment Board, Business Education Alliance of Merced (BEAM), Castle Challenger Learning Center, and various Chambers of Commerce. Mr. Fowler brings over 15 years of economic development knowledge and participated in the Merced County Office of Education Constructing Connections Project.

ATTACHMENT(S): Application will be available at the meeting.

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Application for Membership

PROPOSED MOTION(S): That the Youth Council approve Sgt. Robert Bender, a Recruiter and Retention NCO with the California Army National , for membership on the Youth Council.

DISCUSSION: Sgt. Robert Bender applied for membership on the Youth Council. Sgt. Robert Bender has served as a California National Guard Recruiter and understands the needs and wants of students and high school graduates. Sgt. Robert Bender is currently assisting individuals reach their financial, educational, and vocational goals.

ATTACHMENT(S): Application will be available at the meeting.

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Work Readiness Definition Approval

PROPOSED MOTION(S): That the Youth Council approve the definition of Work Readiness.

DISCUSSION: The American Recovery and Reinvestment Act of 2009 (The Recovery Act or ARRA) states that the work readiness indicator will be the only indicator used for youth that participate in “summer employment” only and will assess the effectiveness of summer employment. When setting work readiness goals, local areas should follow the definition for a work readiness skill goal as specified in TEGL No. 17-05, Attachment B Definition of Key Terms found at http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf as stated below:

Work Readiness Skills Goal - A measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

The recommendation for participants under the ARRA summer youth employment projects in the YOP, EMPOWER and 18 - 24 year old youth is to utilize any of the eight areas detailed below:

1. “It’s all about Me” - a Career Decision Making Process: Participant will learn - World of Work, interest skills inventories, personal understanding, financial needs assessment and complete a Career Action Plan;
2. Employability Portfolio: Participant will complete an application, Cover letter, and resume;
3. Attendance data as a measurement of work readiness.
4. Utilizing employer evaluations to determine work habits, ethics, and initiative.
5. Thrive and Survive in the Workplace Certificate to include but not limited to the following areas:

Start Out On The Right Foot

Learn tips on how to
START OUT ON THE RIGHT FOOT

- Does appearance matter?
- Does it really matter if we're five minutes late?
- Learn about non-verbal communication and the messages it can send.

Communication

Gain important
COMMUNICATION
skills for the workplace

- Communicate with your boss effectively.
- Communicate with your co-workers effectively.
- Communicate with your customers effectively.

Attitude

Find out why your
ATTITUDE
is important to a successful career

- What is attitude?
- Why does attitude matter?
- How can you choose your attitude?
- Receive tips on how to adjust your attitude.

Teamwork & Conflict Mgt

Improve your
TEAMWORK & CONFLICT MANAGEMENT
skills

- What is internal customer service?
- Improve your relationships with your co-workers.

6. Successful completion of Work Life Course or “The Real Game” similar exploration tool.
7. Letter of Recommendation from supervisor(s).
8. Completion of Career Portfolio.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 04/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Opportunity Program (YOP) Youth Contract 09/10

PROPOSED MOTION(S): Recommend the renewal of the Youth Opportunity Program (YOP) Younger Youth contract with the addition of American Recovery and Reinvestment Act (ARRA) funding and forward to the WIB for approval.

DISCUSSION: Merced County Office of Education (MCOE)/ Regional Occupational Program has a contract with Merced County to provide workforce development services and activities to Workforce Investment Act eligible, in-school youth, ages 17-21. The contract will expire September 30, 2009 at a total contract cost not to exceed \$959,573. Through Youth Council and Workforce Investment Board recommendation, the Board of Supervisors approved extending the current contract to the end of September in order to accommodate the ARRA Summer Youth Employment Project.

MCOE will continue to provide all required services and will serve an additional 70 participants with the ARRA funding. This new contract will run from July 1, 2009 through June 30, 2010 at a total contracted cost of \$872,493. The contract amount is the combination of \$697,493 regular WIA formula funding and \$175,000 of ARRA funding. The Merced County office of Education is planning to serve an additional 175 youth with the regular formula allocation.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 04/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Empower Out-of-School Youth Contract 09/10

PROPOSED MOTION(S): Recommend the renewal of the EMPOWER Older Youth contract with the addition of American Recovery and Reinvestment Act (ARRA) funding and forward to the WIB for approval.

DISCUSSION: Merced County Office of Education (MCOE)/ Regional Occupational Program has a contract with Merced County to provide workforce development services and activities to Workforce Investment Act eligible, out-of-school youth, ages 17-21. The contract will expire September 30, 2009 at a total contract cost not to exceed \$597,231. Through Youth Council and Workforce Investment Board recommendation, the Board of Supervisors approved extending the current contract to accommodate the ARRA Summer Youth Employment Project to the end of September.

MCOE will continue to provide all required services and will serve an additional 70 participants with the ARRA funding. This new contract will run from July 1, 2009 through June 30, 2010 at a total contracted cost of \$872,493. The contract amount is the combination of \$697,493 regular WIA formula funding and \$175,000 of ARRA funding.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Resource Directory Ad-Hoc Committee Update

PROPOSED MOTION(S): For Discussion Only

DISCUSSION: On April 6, 2009 the Executive Committee voted to provide funding to cover the cost of the Youth Resource Directory. Several members have already provided the updated information to staff.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: YOP Contract Amendment for Summer Youth

PROPOSED MOTION(S): For Discussion Only

DISCUSSION: On April 6, 2009 the Executive Committee voted to amend the current YOP Contract No. 2008148. The Executive Committee approved the addition of \$142,185 of American Recovery and Reinvestment Act (ARRA) funding to provide paid summer work experience to approximately 70 in-school eligible youth ages 14-18. Additionally, the amendment extended the duration of the contract to September 30, 2009 to ensure that ARRA funding per recommendation by the Employment and Training Administration.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: EMPOWER Contract Amendment for Summer Youth

PROPOSED MOTION(S): For Discussion Only

DISCUSSION: On April 6, 2009 the Executive Committee voted to amend the current EMPOWER Contract No. 2008149/ The Executive Committee approved the addition of \$19,634 of American Recovery and Reinvestment Act (ARRA) funding to provide paid summer work experience to approximately 70 in-school eligible youth ages 14-18. Additionally, the amendment extended the duration of the contract to September 30, 2009 to ensure that ARRA funding per recommendation by the Employment and Training Administration. The reason why this amendment is much lower than the YOP amendment is that the payroll portion of the contract will be handled by the Department of Workforce Investment.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 4/15/09

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Council Resignation

PROPOSED MOTION(S): For Information Only

DISCUSSION: On January 9, 2009, Youth Council Staff was notified that Ms. Becky Lincoln may no longer attend Youth Council meetings. She mentioned going back to school as her reason to resign from the Youth Council. The effective date of her resignation is January 9, 2009. The records show that Ms. Lincoln began as staff to the Youth Council in July 2000, then through new employment, applied for membership in May 2001. Ms. Lincoln was instrumental in the establishment of the Merced County Youth Council and served as the critical staff member for the Youth Council.

ATTACHMENT(S): N/A