

Workforce Investment Board
Youth Council Meeting
UC Cooperative Extension, 2145 Wardrobe Avenue, Merced, CA
January 11, 2002, 9:00 a.m. to 11:00 a.m.
Meeting Minutes

Members Present: Micki Archuleta, Bob Bittner, Suzannah Campbell, Mary Cavazos, Claudia Corchado, Chuck Dean, Evelyn Eagleton, Renisse Ferrario, Troy Fox, Robert Harmon, Kathy Hassett, Jerry Johnson, Cynthia Kelly-Reponde, Jeff Knapp, Charlie Lambert, Rebecca Lincoln, Richard Mahacek, Jim Newberry, Suzanne Nuñez, Jack Page, Michael Parker, Mayra Ramirez, Mike Smith, Ralph Vigil, Jean Weaver

Members Absent: Lorena Briano, Daryl Dupree, Robert Gilbert Jr., Mary Jane Hawkes, Henry Idefonzo, Noah P. Lor, Steve Lundgren, Nellie McGarry (Chair), Marie Nelson, Rev. Craig E. White, Sr.

PITD Staff Present: Andrea Baker, Dave Davis, Gary Derr, Marta Echevarria, Ed McLaughlin, Dick Skarke

Others Present: William Bell, Vancy Bullock, Gloria Morris, Holly Newlon

1. Call to Order/Roll Call – The Vice-Chair asked for a moment of silence in remembrance of Dennis Tatum and Mary Hamilton. The Vice-Chair called the meeting to order at 9:03 a.m. and roll call was taken.

2. Approval of Agenda – It was *M/S/C Dean/Smith* to approve the agenda as published.

3. Approval of Minutes – It was *M/S/C Dean/Hassett, Abstain - Archuleta* to approve the 10/12/01 minutes.

4. Public Opportunity to Speak:

- a. Mr. Vancy Bullock, of the Perry/Yoakley Family Development Center, announced Coach Herman Boone of the movie “Remember the Titans”, will be giving a motivational speech to youth in Merced County. The event is titled “Taking Control of My Future” and will take place on March 27, 2002. Tickets are \$20, and Mr. Bullock is soliciting for sponsors for the event. Anyone interested may contact him at (209) 723-3898.
- b. Gloria Morris of Valley Harvest Church was present to discuss the “Hope for Youth” program, recently initiated in an Atwater Christian High School. The program teaches youth about making successful decisions and raises their self-esteem. Anyone interested in the program may contact Ms. Morris at (209) 756-6777.

5. Announcements:

- a. Richard Mahacek distributed a handout regarding holding conversations on youth development for any groups or individuals that are interested in doing so. These conversations are designed to initiate actions that will make a difference in the lives of youth.

- b. The Boys and Girls Club of Merced will hold its ribbon cutting ceremony on 02/28/02. There will also be an inaugural dance on 03/02/02 in celebration of the opening. A Harley Davidson motorcycle will be raffled during the event. Tickets are \$100 for the raffle ticket and \$30 for the event. Anyone interested should contact Jean Weaver at (209) 725-8668.

6. Action Agenda:

- a. **Youth Council Logo** – Mr. William Bell of Wm. Bell and Company, presented six (6) variations of the original Youth Council logo designed by Ricardo Cervantes Jr. He discussed the different aspects, symbolic meanings, and developmental process of each logo. Council members were asked to vote for the logo they felt would best represent the Youth Council. It was *M/S/C Dean/Page* to select one of those logos to be formally adopted as the Youth Council logo with the understanding that the font would be changed to suit the logo as recommended by Mr. Bell.
- b. **Applications for Membership (Cecilia Jimenez and Laura Gongora):**
 - 1) It was *M/S/C Dean/Hassett* to accept Cecilia Jimenez's application for Youth Council membership and recommend approval to the Workforce Investment Board (WIB) and the Board of Supervisors (BOS).
 - 2) It was *M/S/C Page/Eagleton* to accept Laura Gongora's application for Youth Council membership and recommend approval to the WIB and the BOS.
- c. **Needs Assessment and Gap Analysis Methodology and Format** – Members were provided a copy of the Needs Assessment and Gap Analysis. Although the document's format was accepted, members made suggested changes. It was *M/S/C Dean/Ferrario* to accept the Needs Assessment and Gap Analysis methodology and format with the suggested revisions.
- d. **Needs Assessment and Gap Analysis Distribution Plan** – Members were provided with a distribution plan for the Needs Assessment and Gap Analysis. The proposed plan consists of identifying the appropriate community leaders who will most likely take the necessary actions to utilize the report to its full potential. It was *M/S/C Dean/Smith* to accept the Needs Assessment and Gap Analysis distribution plan.
- e. **Youth Council Attendance Norms** – Subcommittee attendance norms were submitted and discussed by the Youth Council. The suggested attendance norms were 1) that four (4) combined absences from Youth Council or assigned subcommittee meetings in any 12-month period require Executive Committee consideration for removal of the member from the Youth Council, and 2) attendance norms become effective at the start of the following month once they are accepted. It was *M/S/C Eagleton/Newberry* to approve the aforementioned attendance norms for Youth Council members.
- f. **Youth Council Membership Application** – The Council currently uses a membership application that does not present a professional image of the Youth Council. A new standardized application packet was presented to members. The new packet was developed to 1) provide a more professional image, 2) allow the collection of pertinent information about the applicant, and 3) present information about the Youth Council to the prospective member. Members made several suggestions for changes to the application packet. It was *M/S/C Archuleta/Bittner* to approve the standardized Youth Council application with the suggested changes.

7. Information Agenda:

- a. **Update on ARBOR Contract Compliance** – Members received a copy of Private Industry Training Department (PITD) Special Projects Unit Monitor’s report on ARBOR. The report reflects ARBOR’s status as pertained to the compliance elements of their contract. The summary report states that ARBOR is 1) not in compliance with certain critical elements of its Work Statement Narrative; the mentoring program, the Career Advancement Plan, and the Work Success assessment, and 2) the program’s target enrollment is in jeopardy, since, in order to meet target enrollment, an additional 89 clients must be enrolled in the last 6 months of the contract.
- b. **Retreat Update** – An informational report was distributed to members regarding the Youth Council Retreat meeting notes. Attending members redefined the Youth Council’s role as part of a comprehensive, local youth system, and introduced four (4) new top priorities for the Youth Council. The Executive Committee will be attending a conference retreat in Sacramento to continue the work done during the retreat and will bring back new and innovative information to share with the Youth Council and subcommittees.
- c. **Second Youth Needs Survey** – A second Youth Needs Assessment Survey is currently under development. Staff noted the second youth survey is available on-line and can be viewed at: <http://www.co.merced.ca.us/pitd/youth/info/Survey/survey.html>. This second youth survey is expected to generate many responses from youth throughout Merced County that will either validate or discredit the first survey results. It was suggested the survey be conducted utilizing the Merced County Office of Education (MCOE) ROP program students. Evelyn Eagleton will contact MCOE staff to follow through with conducting the survey.

8. Committee Chair Reports:

- a. **Operations Committee (Kathy Hassett)** – The committee is currently working on updating the compliance report on ARBOR and MCOE and will have those available during a future Youth Council meeting. The committee will also be working on developing the attendance norms as discussed earlier.
- b. **Leadership/Marketing Committee (Mayra Ramirez)** – The committee is working on developing an application process, and has completed the Youth Resource Directory and is discussing the distribution of it, which will be made available during the next Youth Council meeting. The committee is also discussing marketing the leadership message via Youth Council T-shirts. They are also looking into an Employment Development Department workshop for developing youth advisory groups in the community and will have more information available for the next meeting.
- c. **Planning and Quality Assurance Committee (Jerry Johnson)** – The committee will be working on putting the Needs Assessment and Gap Analysis report on-line.
- d. **Outreach and Education Committee (Suzanne Nunez)** – Golden Valley High School has been designated as the conference location for the proposed first annual Merced Youth Council Youth Conference. Currently there is still a need for facilitators for the breakout sessions and members were asked to contact Suzanne Nunez if interested. A representative from the Department of Labor will be promoting the Youth Conference in a newsletter that

will be provided to all of the Youth Councils and WIBs located throughout the western states. Also, California Workforce Association will be advertising and also conducting the registration for the conference.

9. Chair's Comments – The Vice-Chair thanked everyone for attending the meeting.

10. Other Business – None

11. Date, Time and Location of Next Youth Council Meeting – The next meeting is 02/08/02, in the UC Cooperative Extension Classroom (2145 W. Wardrobe Avenue, Merced) from 9:00 a.m. to 11:00 a.m.

12. Adjournment – It was *M/S/C Dean/Harmon* to adjourn the meeting at 11:00 a.m.

Minutes prepared by Marta Echevarria