

TO: Youth Council

DATE: 2/8/02

FROM: Operations Committee



For Action



For Information



Meeting Notes

SUBJECT: Program Review - MCOE/ROP Younger Youth Program

PROPOSED MOTION(S): That the Youth Council renew the WIA Younger Youth Program with MCOE/ROP through 2004, with emphasis on compliance with the PITD Monitoring Review.

DISCUSSION: Private Industry Training Department conducted a program review of the MCOE/ROP Younger Youth contract between October 2001 through February 2002. MCOE/ROP is fulfilling its contract requirements and the program is considered to be a success. Youth are learning work readiness skills and improving academic skills, and the staff is steadily growing professionally.

There is some concern that the program has not fully embraced the Youth Development Model, but that issue is being worked by the new project manager. The monitoring visit also identified minor problems with diary documentations, but training has already been started in that area.

It is recommended that the MCOE/ROP Younger Youth contract be renewed.

ATTACHMENT(S): N/A.

THE YOUNGER YOUTH (14-18 Year Old) YEAR-ROUND PROGRAM
October 1, 2000 through June 30, 2002

Contractor: Merced County Office of Education (MCOE/ROP)

Subcontractors:

- Dos Palos/Oro Loma Unified School District (DP/OLUSD)
- Employment Development Department (EDD)
- Job for California Graduates (JCG)
- Lao Family Community, Inc
- Los Banos Unified School District (LBUSD)
- Merced Union High School District (MUHSD)

A review of the Younger Youth contract was conducted during October 2001 through February 2002. The review consisted of talking to mentors, instructors, and staff responsible for carrying out their part of the contract, reviewing student files (kept by the mentors), documentation, invoices, budgets, and talking to the students (some filled out a Customer Satisfaction Survey).

Overall, the students are receiving most of the services as outlined in the contract. Most importantly, they are learning work readiness skills that can be used when they perform paid/unpaid work experience. They are also improving their academic skills. However, the major concern I found with the staff is their lack of knowledge about the Younger Youth contract and the State of Work. Most of the instructors and mentors are working with the youth and documenting the files; however, the key elements of the program are not being documented in the diaries. The subcontractors determine what services are appropriate for each student through an Objective Assessment using the Basic Needs Assessment (BNA), and the development of an Individual Service Strategy (ISS) or Individual Education Plan (IEP—used for disability students). However, the BNA and the ISS/IEP are not being followed to ensure the students are meeting their goals and overcoming their barriers. Several staff working under the Younger Youth contract are new and other have been working with MCOE and the ROP for years. However, some staff appeared to be uncertain about what is in the contract, how to accomplish and document the tasks under the Statement of Work, and when to exit a student. These concerns have been briefed to the contractor and subcontractor.

Recommendations and training sessions have been provided to the contractor and subcontractors, and some of the recommendations have already been implemented. MCOE is taking steps to correct previous shortfalls. At this time, I feel confident that the Younger Youth Year-Round Program can succeed; therefore, the contract should be considered for renewal.