

**Merced County Workforce Investment Board
 Youth Council
 Merced County Office of Education, Clark Room
 632 W 13th Street, Merced
 February 13, 2008 – 4:00 to 5:30 p.m.**



Meeting Agenda

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

1. Call to Order and Roll Call
2. Approve Agenda
3. Approve Minutes (October 10, 2007)
4. Public Opportunity to Speak
5. Announcements.....
6. Presentation.....
 - a. Merced College for Kids, Teen Leadership Camp..... Ben Duran
7. Action Agenda
- a. RFP Evaluation Committee Alfredo Mendoza
8. Discussion Agenda.....
 - a. Youth Council Member Training..... Alfredo Mendoza
 - b. CWA Youth Conference..... Attendees
9. Information Agenda
- a. Youth Resource Directory Link..... Alfredo Mendoza
- b. Final Performance PY 06-07 Alfredo Mendoza
- c. EMPOWER Quarterly ReportHolly Newlon
- d. YOP Quarterly ReportHolly Newlon
10. Chair Comments/Roundtable/Future Agenda Items.....
 - a. Obesity Prevention Program Presentation (March)Claudia Corchado
11. Date/Time and Location of Next Meeting –March 12, 2008, 4:00 p.m., Merced County Office of Education, Clark Room, 632 W 13th Street, Merced.....
12. Adjourn

Workforce Investment Board of Merced County Youth Council

Merced County Office of Education

632 W. 13th Street, Merced, CA

Wednesday, October 10, 2007 – 4:00 p.m.

Meeting Minutes



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

Members Present: Stephanie Busbea, Claudia Corchado, Adam Cox, Natalie Culver-Dockins, Ben Duran, Rennise Ferrario (Chair), Alexander Hall, Wendy Lomeli, Richard Mahacek Holly Newlon, Rick Osorio, Nancy A. Silva, Deloris Sharp, Vann (Mike) Smith

Members Absent: Bob Bittner, Martha Dueñas, Kathy Hassett, Mary Jane Hawkes, Taide Hernandez Edgar Perez, Rebecca Rodriguez-Lincoln, Stefani Martinez, Sheena Murry, Nathan Timmerman, Nancy Vega-Mendoza, Mayra Vega-Ramirez (Vice-Chair)

Others Present: Dave Davis, Patricia Hinson, Alfredo Mendoza, Nai Saechao, Jackie Walther-Parnell

1. Call to Order/Roll Call: The Chair called the meeting to order at 4:20 p.m. Roll call was taken.

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

3. Approve Minutes: It was *M/S/C Duran/Corchado* to approve the September 12, 2007 minutes with the following correction: Mr. Vann (Mike) Smith was not present at the September 12th, meeting.

4. Public Opportunity to Speak: Ms. Nai Saechao, Employment Development Department, visited the Youth Council to see what it's all about, and to consider membership on the council.

5. Announcements: Mr. Alexander Hall invited everyone to attend the inauguration of a new park in north Merced, November 2nd, from 12:00 to 1:00 p.m. The park will be named Rudolph Joseph Merino.

Ms. Deloris Sharp invited everyone to attend the California Youth Connection Adult Supporter Training, Friday, November 30th, from 10 a.m. to 6:00 p.m., RSVP with Hemal (916) 444-2560.

6. Presentations: Youth Budgets: Ms. Jackie Walther-Parnell gave an update and answer questions regarding Youth Program budgets.

7. Action Agenda:

a. Empower Carryover Funds: It was *M/S/C Hall/Cox* (abstain: Newlon, Lomeli, Duran, Culver-Dockings) to approve the Youth Council recommending to the WIB the addition of \$36,121.00 carry-over funds to the 2007/08 Out-of-School Youth contract, and forward to the Board of Supervisors for approval.

b. YOP Carryover Funds: It was *M/S/C Hall/Cox* (abstain: Newlon, Lomeli, Duran, Culver-Dockings) to approve the Youth Council recommending to the WIB the addition of \$57, 999.00 carryover funds to the 2007/08 Younger Youth contract, and forward to the Board of Supervisors for approval.

c. RFP Request: It was *M/S/C Duran/Hall* to approve the request for proposal (RFP) for new Youth Programs beginning July 1, 2008. In addition, Ms. Holly Newlon requested that the record reflect that no portion of her salary is included in either of the Youth contracts.

9. Information Agenda:

a. Youth Council Member Training Update: A facilitator from New Ways to Work has

Youth Council
October 10, 2007
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been secured for Youth Council member training. The Council voted to schedule the training for December 19th, from 12:00 to 5:00 p.m. The training will be at the Merced County Department of Workforce Investment, 1880 West Wardrobe Ave. Merced.

10. Chair Comments/Roundtable/Future Agenda Items: Ms. Ferrario thanked everyone for attending the meeting.

11. Date, Time and Location of Next Youth Council Meeting: Next meeting is November 14, 2007, 4:00 p.m. MCOE. Newbold Rm, 632 W. 13th Street, Merced.

12. Adjourn: The meeting adjourned at 5:10 p.m.

Minutes prepared by Patricia C. Hinson.

TO: Youth Council

DATE: 02/13/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Evaluation Team Selection for Youth Request for Proposal (RFP) for 08/09 WIA Youth Programs

PROPOSED MOTION(S): That an Evaluation Committee be designated to rate proposals received for the WIA Youth Programs RFP to be let in February 2008.

DISCUSSION: An RFP for both In-School and Out-of-School programs is scheduled to be let February 5, 2008, with a closing date of March 20, 2008. The RFP Evaluation Committee is scheduled to meet Thursday, March 27, 2008. The evaluation process normally takes between 4 to 6 hours.

The following Youth Council members have previously served on RFP Evaluation Committees and are not personally associated with expected Proposers.

- 1. Kathy Hassett**
- 2. Claudia Corchado**

ATTACHMENT(S): N/A

TIMELINE FOR YOUTH RFP

- ✓ **July 11, 2007** **Formation of RFP Ad-hoc Committee**
- ✓ **August 8, 2007** **Timeline provided to YC for RFP**
- ✓ **October 10, 2007** **Request to WIB from Youth Council for RFP**
- ✓ **November 8, 2007** **WIB Meeting NO QUORUM Sent to Exec**
- ✓ **December 3, 2007** **Exec Met and approved RFP process to BOS**
- ✓ **January 8, 2008** **BOS directs RFP be let**
- ✓ **January 2008** **Finalize RFP with Administrative Services**
- ✓ **January 28, 2008** **RFP Let by Administrative Services on WEB**
- February 13, 2008** **Evaluation Committee Selected by Youth Council**
- February 25, 2008** **Deadline for question submitted for Bidders Conference**
- February 26, 2008** **Bidders (Pre-proposal) Conference 2:00 p.m. - 3:00 p.m.**
- March 11, 2008** **Deadline for submission of answers from Bidders Conf.**
- March 20, 2008** **RFP Closing Date**
- March 27, 2008** **Eval. Committee meets, Recommendation to Youth Council**
- April 9, 2008** **Youth Council Meeting – to accept recommendation**
- May 8, 2008** **Youth Council to WIB - accept recommendation – to BOS**
- May 20, 2008** **BOS for approval of contract**

- July 1, 2008** **Contract Begins**

2008

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DEPARTMENT OF
ADMINISTRATIVE SERVICES
SUPPORT SERVICES DIVISION

Paul D. Clanton
*Director Administrative
Services/
Chief Information Officer*

Leon "Sandy" Teague
*Assistant Director
Administrative Services/
Support Services*

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Equal Opportunity Employer

February 13, 2008

(Name)
(Address)

Re: Confidentiality Statement for (RFP) #6300, In-School and Out-of-School Youth Programs

Dear (Mr. or Ms.)(Evaluator's Name),

I would first like to take this opportunity to thank you for being an evaluator for Merced County's Request for Proposal (RFP) No. 6300, "In-School and Out-of-School Youth Programs".

Please acknowledge the statement below and return a signed copy back to my attention.

I hereby acknowledge and agree to follow the Merced County policy and practice of maintaining any and all information obtained or developed, in the course of the evaluation and consideration of the subject RFP No. 6300, In-School and Out-of-School Youth Programs" strictly confidential and not be released or used by the Evaluator for any purpose outside of Merced County RFP process.

Signature

Date

Again, I thank you for participating as an evaluator, should you have any questions, please contact me at (209) 385-7331, extension 4357.

Sincerely ,

Robert Reed, Procurement Specialist II
Administrative Services - Support Services

TO: Youth Council

DATE: 02/13/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Council Member Training

PROPOSED MOTION(S): For Information Only.

DISCUSSION: On December 19, 2007, the Youth Council received training from New Ways to Work facilitator Charlene Mouille.

Youth Council Action Ideas that stemmed from that meeting included the following:

- Build on success: Campaign/information to county about what is working. Get others to invest in the current approach to serving youth.
- Promote youth development assets (parent organizations, etc)
- Certify youth council members as Youth Development Asset trainers and marketers
- Promote youth development principles
- Facilitate LMI training for high school educators, employers, parents. (Share information about certificate programs, etc.)
- Raise awareness about high school dropout issue.
- Raise community awareness about starting early to prepare youth for successful employment.
- Develop a council of young people to advise the youth council on different topics.
- Create a newsletter to address youth issues.

These ideas will be voted on by Youth Council Members. Additionally, the Youth Council members were asked to list their greatest hopes for youth in Merced County. The following was listed by members as Youth Council Greatest Hopes:

- For youth to remain in Merced and reach goals in life.
- To have more youth moving forward.
- That every youth in Merced have access to at least one caring adult.
- That youth in Merced be able to discover their gifts and translate these to work.

- To decrease the teen pregnancy rate by 50 percent.
- That we be able to continue to provide youth programs.
- Find ways to bring Summer youth programs back to Merced youth.
- That youth develop the ability to frame problems, resolve issues and make good decisions.
- Be effective regarding putting infrastructure together
- That youth learn to learn and love to learn.
- That we can make better efforts to serve rural and remote youth.

Current and Possible Partners

Academic Achievement

- Merced College Extension Program
- UC Merced Programs
- After school programs (MCOE and district schools)
- Merced Adult School
- SOS – School-based Intervention Board
- In-school EDD’s YEOP

Career Preparation

- Central Valley Opportunity Center (CVOC)
- Out of School EDD’s YEOP
- Merced College ILP Program
- MCOE – ROP

Community Services and Supports

- Junior Leadership Merced
- Boys and Girls Club
- Parks and Recreation
- Teen Obesity Prevention Program
- Housing Authority Youth Services
- UC Merced Mentor Program
- Merced Youth Soccer Association
- Family Conferencing
- Placement Council
- Service Groups – Lions, Kiwanis, Rotary and Youth Programs
- Foster Youth Services

Youth Leadership

- Boys & Girls Club
- Kiwanis
- Girl Scouts
- AWANA – Youth Groups
- Chamber of Commerce – Youth Leadership
- 4-H Youth Leadership
- Boy Scouts

Comprehensive Youth Development Approach

- Wrap around services
- Youth Development Action Team
- California Health Collaborative – TPP
- Boys and Girls Clubs

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 02/13/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: City of Merced Taskforce Uses Youth Resource Directory Link

PROPOSED MOTION(S): For Information Only.

DISCUSSION: The City of Merced Community Violence Intervention and Prevention Task Force consists of local agencies, individuals, faith-based, and community organizations working collaboratively to reduce violence in our community. Their vision is for the Com-VIP Task Force to provide leadership in prevention of violence, intervention and enforcement to help our community become a safer place for all.

In order to accomplish our vision, Merced Com-VIP will:

- **Educate the community about violence and gang awareness**
- **Help people create and continue constructive behavior**
- **Assist families with parenting and other skills for character development**
- **Provide information and resources for intervention and prevention**
- **Encourage community wide ownership of this effort**

Merced Com-VIP has added the Youth Resource Directory as a link on their homepage. You can view the webpage at: <http://www.mercedcomvip.org/index.html>.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 02/13/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Final Performance for PY 2006-07

PROPOSED MOTION(S): None. For information only.

DISCUSSION: Final Performance for PY 2006-07 has been received through Workforce Services Information Notice WSIN07-25 from the State. The Merced County Youth Programs have exceeded all negotiated performance levels.

		Negotiated Performance Level	Actual Performance Level	Success Rate
Entered Employment Rate	Older Youth	65.8%	78.4%	119.19%
Retention Rate	Older Youth	75.0%	84.8%	113.04%
	Younger Youth	65.0%	79.5%	122.31%
Earnings Change in Six Months	Older Youth	\$3,450	\$3,891	112.78%
Credential/Diploma Rate	Older Youth	39.0%	67.2%	172.33%
	Younger Youth	67.0%	93.6%	139.63%
Skill Attainment Rate	Younger Youth	85.7%	94.9%	110.70%
Placement in Employment or Education	Youth (14-21)	---	85.7%	---
Attainment of Degree or Certificate	Youth (14-21)	---	92.5%	---
Literacy or Numeracy Gains	Youth (14-21)	---	---	---

ATTACHMENT(S): Final Merced LWIA Performance PY 2006-07

Final Performance PY 2006-07

Local Area Name Merced County WIB	Total Participants Served	Adults	532
		Dislocated Workers	271
		Older Youth	148
		Younger Youth	488
ETA Assigned # 6090	Total Exiter	Adults	427
		Dislocated Worker	183
		Older Youth	46
		Younger Youth	202

		Negotiated Performance Level	Actual Performance Level	Success Rate
Entered Employment Rate	Adults	74.0%	85.1%	115.05%
	Dislocated Workers	78.5%	88.9%	113.24%
	Older Youth	65.8%	78.4%	119.19%
Retention Rate	Adults	78.0%	89.0%	114.13%
	Dislocated Workers	84.0%	82.6%	98.35%
	Older Youth	75.0%	84.8%	113.04%
	Younger Youth	65.0%	79.5%	122.31%
Average Earnings	Adults	\$12,800	\$16,116	125.90%
	Dislocated Workers	\$13,800	\$17,933	129.95%
Earnings Change in Six Months	Older Youth	\$3,450	\$3,891	112.78%
Credential/Diploma Rate	Adults	58.0%	68.5%	118.14%
	Dislocated Workers	67.0%	69.3%	103.43%
	Older Youth	39.0%	67.2%	172.33%
	Younger Youth	67.0%	93.6%	139.63%
Skill Attainment Rate	Younger Youth	85.7%	94.9%	110.70%
Placement in Employment or Education	Youth (14-21)	---	85.7%	---
Attainment of Degree or Certificate	Youth (14-21)	---	92.5%	---
Literacy or Numeracy Gains	Youth (14-21)	---	---	---

Total participants served are clients in the program between July 1, 2006 and June 30, 2007. Total exiters include clients leaving the program during the period from April 1, 2006 to March 31, 2007. The cohort for entered employment rates and the employment/credential rates is October 1, 2005 through September 30, 2006. The earnings and retention measures are based on the clients leaving the program between April 1, 2005 and March 31, 2006. The skill attainment rate and the diploma or equivalent rate evaluate the performance for clients leaving the Youth Program between April 1, 2006 and March 31, 2007.

To: **Alfredo Mendoza:** Staff Services Analyst, Department of Workforce Investment
From: **Rebecca Lincoln:** Career Educator, Merced County Office of Education
Re: **Merced County Youth Council Quarterly Report-** EMPOWER Program
Date: **February 2008** (October, November and December 2007)

A. Overall status of the program:

There are presently 147 active participants in EMPOWER at the end of the second quarter; this past quarter the program had sixteen (16) new enrollments and twelve (12) exits. The Empower advisors continue to track the number of participants enrolled in structured program activities to ensure that the majority of youth are receiving intensive services, as opposed to case management services. The status on WIA-Client action reports for goals, activities, exits and follow-ups (phase II) remain up to date.

B. Past Quarter Highlights:

- 1) **EMPOWER Workshops** were not offered this past quarter.
- 2) **EMPOWER ZONE** was held on October 12, twelve EMPOWER participants were judged on the successful completion of a job application, an employability portfolio, and on their individual and panel interviewing skills. Professionals from public, private and community-based organizations interviewed and scored each participant on a scale of 0-100. The event concluded with a recognition ceremony.
- 3) **Bldg K-Computer Lab:** EMPOWER participants use the computer lab daily to work on résumés, portfolios, and conduct job search. *PLATO* is educational software designed to increase math and reading skills, it is also available to the participants in the computer lab. Sign-in sheets are used to track the number of participants using the computer lab daily.
- 4) **EMPOWER Focus Group** meeting was conducted on October 12th, where twelve EMPOWER participants discussed and provided input to the EMPOWER staff on the **EMPOWER** enrollment process. Feedback included ways that EMPOWER staff can improve and make the process easier for incoming participants.

- 5) **The Opportunity Club** was held on September, 20th, participants were asked to provide staff with input on the Opportunity Club meetings for the 2007-08 program year regarding times to meet, ideas for upcoming club meetings, and possible field trips. Consensus was that participants would prefer to meet on a quarterly basis; ideas for upcoming meetings include family night, “Smash” revisited, having a career and/or resource fair. Ideas for field trips include Livermore Lab, Yosemite National Park, trips to nearby State colleges and UC campuses. YOP & EMPOWER staff is in the midst of planning these upcoming events.
- 6) **Golden Valley High School** – On Wed Oct 17th, EMPOWER staff were asked to provide an overview to over 200 Golden Valley High School seniors on employability preparation for entering the workforce after graduation. The presentation included resume writing tips, proper completion of a job application, interviewing skills, job placement, job retention strategies, and labor market information. Staff also had the opportunity to provide a short promotion on the EMPOWER program.

7) **EMPOWER Success Story:**

Ayesha Nunez enrolled into the EMPOWER program on February 12, 2004. Ayesha spent most of her youth in and out of foster care and group homes. When Ayesha was seventeen years old, she graduated from Valley Community School as the Class Valedictorian; that was the day that she first met Congressman Dennis Cardoza. Mr. Cardoza came to Valley Community School to hear Ayesha speak and honor her efforts to graduate while living in the foster care system.

This meeting left a lasting impression on the Congressman’s mind and heart because two years later at a local fundraiser Congressmen Cardoza and Ayesha met again. The Congressman asked if she would be interested in becoming a representative aid at the local office in Merced. Ayesha was thrilled at the offer, but learned that the training would take place in Washington D.C. At that time, due to job responsibilities and school, she was unable to accept the job offer.

Last summer, Ayesha ran into Congressman Cardoza and his new representative aid and she was again asked if she wanted to join the group as an aid working in Washington D.C. for a short time. Again she was thrilled at the offer, but this time accepted the offer!

In October, Ayesha traveled to Washington D.C. to begin her training and soon will return to Merced to begin her new position with Congressman Dennis Cardoza’s local office.

C. Past Quarter Deficiencies: none

D. Past Quarter recruiting and marketing efforts:

Recruiting efforts for EMPOWER are limited this past quarter. The contract specified that as participants exit the program, new participants will be enrolled in the following quarter after exits. However, on November 2nd EMPOWER Staff attended a Career Day at Merced High Union School. A manned resource booth made EMPOWER brochures, fliers and business cards available to high school students.

E. Next quarter challenges:

F. Technical assistance needed: available training on WIA Common Measures

G. Number of clients receiving social services and examples of services received.

Numerous referrals have been made to agencies to assist with food, clothing, housing and transportation.

To: **Alfredo Mendoza:** Staff Specialist Analyst, Department of Workforce Investment
From: **Rebecca Lincoln:** Career Educator, Merced County Office of Education
Re: **Merced County Youth Council Quarterly Report-** Younger Youth Program
Date: **February 2008:** (October- November and December 2007)

A. Overall status of the program:

There are presently 119 active participants in the Youth Opportunity Program at the end of the second quarter; thirteen YOP participants are dual-enrolled as part of the High Concentration Contract. There were nine (9) new enrollments and 37 exits; resulting in ninety-five percent (95%) of the basic skills, work readiness, and/or occupational goals attained and seventy-eight (78%) percent of the participants exited earned their high school diploma.

B. Past quarter highlights:

1) **Career Industry Day Events in 2007-2008:** These ROP sponsored events provide youth with detailed information and exploration of specific career pathways. Career Industry Days include tours of local businesses, guest speaker presentations, and hands-on activities related to various careers within a pathway. Career Industry Days are held from 8:30 am to 2:00 pm at the Merced County Fair Grounds in the Exhibit Building. The YOP mentors are encouraged to invite those participants whose career goals or technical training aligned with these pathways. The following two career days were offered to our participants in this past quarter:

- a) Careers in Business, Marketing and Computer Information Systems, October 17th, 2007
- b) Careers in Arts and Communications, on Thursday, November 28th, 2007

2) **The Opportunity Club** was held on September, 20th, participants were asked to provide staff with input on the Opportunity Club meetings for the 2007-08 program year regarding times to meet, ideas for upcoming club meetings, and possible field trips. Consensus was that participants would prefer to meet on a quarterly basis; ideas for upcoming meetings include family night, "Smash" revisited, having a career and/or resource fair. Ideas for field trips include Livermore Lab, Yosemite National Park, trips to nearby State colleges and UC campuses. YOP & EMPOWER staff is in the midst of planning these upcoming events.

3) **The Dos Palos YOP** participants were very busy this past quarter. In October with the Boo Gram Halloween Fundraiser for the Dos Palos Community Center. YOP participants Priscilla Heredia and Felicitas Rodriguez assisted with making, selling and delivering the Boo Grams to various sites in Dos Palos.

In the month of November, YOP Dos Palos High School senior, Priscilla Heredia participated in an hour long segment at the local radio station. She and other seniors discussed teen issues and the YOP program. The feed back received from the community was great regarding the YOP program.

In December, a Santa Gram fundraiser was successfully competed with the leadership of YOP participants Felicitas Rodriguez, Priscilla Heredia, and Ashly Solis. The girls did a great job with making, selling and delivering the Santa Grams. All proceeds from the Dos Palos YOP fundraisers will be used for the YOP participants to have an end of the year field trip.

C. Past quarter deficiencies: none

D. Past quarter recruiting/marketing efforts:

Recruiting efforts for YOP are limited this past quarter. The contract specified that as participants exit the program, new participants will be enrolled in the following quarter after exits.

E. Next quarter challenges:

F. Technical assistance needed: available training on WIA Common Measures