

**Workforce Investment Board of Merced County
Youth Council**

**Merced County Office of Education – Clark Room
632 W. 13th Street, Merced, CA
Wednesday, March 9, 2005 – 4:00 p.m.
Meeting Agenda**



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1. Call to Order and Roll Call
 2. Approve Agenda
 3. Approve Minutes (February 9, 2005)
 4. Public Opportunity to Speak
 5. Announcements
 6. Introduction of Rick Osorio, New Youth Council Chair
 7. Information Agenda
 - a. Exemplary Performance Award/Corrective Action Plan.....
 - b. Out-of-School Juvenile Justice Program Update.....
 8. Chair Comments/Roundtable/Future Agenda Items
 9. Date/Time and Location of Next Meeting – April 13, 2005, 4:00 p.m., MCOE Clark Room, 632 W. 13th Street, Merced
 10. Adjourn

Workforce Investment Board of Merced County Youth Council



Merced County Office of Education – Newbold Room
632 W. 13th Street, Merced, CA
Wednesday, February 9, 2005, 4:00 p.m.
Meeting Minutes

Members Present: Stephanie Busbea, Mary Cavazos, Claudia Corchado, Natalie Culver, Ben Duran, Evelyn Eagleton, Rennise Ferrario, Alexander Hall, Kathy Hassett, Mary Jane Hawkes, Charlie Lambert, Rebecca Lincoln, Richard Mahacek, Nellie McGarry (Chair), Mayra Ramirez, Vann (Mike) Smith, Rev. Craig E. White, Sr

Members Absent: Ana Andrade, Bob Bittner, Robert Harmon, Taide Hernandez (Vice Chair), Jim Newberry, Edgar Perez

Others Present: Dave Davis, Dee Knight

1. Call to Order/Roll Call: The Chair called the meeting to order at 4:04 p.m., and roll call was taken.

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

3. Approve Minutes: Item 5.a., line 1, change the name “Burk” to “Buck”. It was *M/S/C Hall/Cavazos* to approve the December 8, 2004 minutes with the above-noted change.

4. Public Opportunity to Speak: None.

5. Announcements:

a. The Children’s Summit Action Team on Youth Development received a presentation from the Girl Scouts on the Search Institute Assets. The next meeting will be March 7, 2005, 9:00 a.m., and they will have someone from San Luis Obispo, CA, to speak on how two of their communities have been addressing assets. A subgroup will meet on February 17, 2004, 4:00 p.m., at Merced College, to work on plans for youth activities for the next Children’s Summit, which will be April 2, 2005. Anyone interested in joining a group or sharing ideas, please call Mr. Mahacek.

6. Action Agenda:

a. **Application for Membership – Nathan Timmerman:** It was *M/S/C Duran/Mahacek* to approve Mr. Nathan Timmerman as a youth member on the Youth Council.

b. **Youth Contracts Renewal Recommendation:** It was *M/S/C Hall/Corchado (abstain Cavazos, Eagleton, Lincoln and Ramirez)* to approve renewal of the Younger Youth and Out-of-School Youth contracts.

7. Information Agenda:

a. **Youth Council Chair Selection Process:** It was the consensus of the Youth Council that the name of Ms. Kathy Hassett be taken to the Executive Council meeting on February 28, 2005, for recommendation as the Youth Council Chair. It was also recommended that a request is made to

change the Workforce Investment Board Bylaws regarding filling the Youth Council Chairperson position.

b. Younger Youth Program Quarterly Report: Committee members enjoyed reading the success story, and would like these successes included in the report periodically.

Kudos were given to Ms. Becky Lincoln, Ms. Mayra Ramirez and Ms. Eve Snelling for their comprehensive presentation at the California Workforce Association Youth Conference on January 25-27, 2005. The audience made positive comments, and took copious notes. The Empower Program Youth attendee (20 years old) gave an inspiring testimony, and captured the attention of the whole audience.

c. Out-of-School Youth Program Quarterly Report: No comments. Members were invited to attend the Empower Program orientation that is held the second Friday of every month, 1-3 p.m., in the MCOE Clark Room.

Staff noted the Juvenile Hall Program (17 and 18 year old juveniles) has only one enrollment. The \$70,000 must be spent by June 30, 2005. Ms. Evelyn Eagleton will e-mail staff a preliminary report on this program, and staff will e-mail it to all Youth Council members for review/comments. Ms. Holly Newlon will be asked to attend the March 9, 2005 meeting to answer any questions.

8. Chair Comments: No comments.

9. Date, Time and Location of Next Youth Council Meeting: Next meeting is March 9, 2005, 4:00 p.m, at Merced County Office of Education – Clark Room, 632 W. 13th Street, Merced.

10. Adjourn: The meeting adjourned at 4:53 p.m.

Minutes prepared by Devilla D. Knight

TO: Youth Council

DATE: 03/09/05

FROM: WIB Executive Committee

- For Action
- For Information
- For Discussion

SUBJECT: Exemplary Performance Award / Corrective Action Plan

PROPOSED MOTION(S): Acknowledge the award of \$19,208 to the Merced County Workforce Investment Area and ratify the Executive Committee's approval of the Corrective Action Plan.

DISCUSSION: The State of California Employment Development Department (EDD) recently awarded the Merced County Workforce Investment Area an exemplary performance incentive award of \$19,208 for meeting or exceeding the majority of the LWIA's performance goals for Program Year 2003-04. Only 6 other LWIAs received more money than Merced. However, two performance goals were not met, the Older Youth Credential/Diploma Rate, and the Older Youth Entered Employment Rate. Because of this, the WIB is required to submit a Corrective Action and Technical Assistance Plan. The plan was approved by the Executive Committee on February 28, 2005 and forwarded to EDD.

During PY 2002-03, the Older Youth Credential/Diploma Rate was also not attained. In July 2004, the WIB submitted a Corrective Action and Technical Assistance Plan concerning that performance standard. In a January 24, 2005 letter from EDD, they state, "We have received and accepted your Local Board's PY 2002-03 Technical Assistance and Corrective Action Plan and are confident that you are continuing to implement the program improvements outlined in the plan". MCOE has since developed a State approved Working Professional credential which every older youth now earns. The youth exited during this performance period had not been in the program long enough to have earned this credential.

The second performance measure in question, Older Youth Entered Employment Rate, included Jobs for California Graduates youth who exited between April 1, 2003 and March 31, 2004. The Negotiated Performance Level was then 56.8%; attained was 44%. The employment of one additional participant would have raised the performance level to satisfactory. Presently, using the most current data from the Second Quarter of PY 2004-05, 30 of 39 exited youth were employed for a 76.92% rate.

The best insurance to consistently attain the Entered Employment Measure is a consistent, effective Exit Strategy. Department of Workforce Investment analysts have trained MCOE's staff in both Performance Measures and Exit Strategies. EDD's Capacity Building Unit provided additional training on Performance Measures on February 23, 2005, and will train on Exit Strategies, March 23, 2005. Attendance for the EMPOWER Older Youth staff is mandatory.

The attached Corrective Action Plan reflects the above actions.

ATTACHMENT(S): Local Workforce Investment Area Corrective Action and Technical Assistance Plan

LOCAL WORKFORCE INVESTMENT AREA

CORRECTIVE ACTION AND TECHNICAL ASSISTANCE PLAN

Local Workforce Investment Area (LWIA):

Merced County

Date: *March 1, 2005*

Contact Person: *Joanne Presnell*

Telephone Number: *209-724-2041*

Please work as necessary with your assigned Regional Advisor from the Workforce Investment Division (WID) of the Employment Development Department (EDD) to complete the following questions and information. Please be brief and specific in your responses.

1. List the performance measure(s) for which the LWIA failed to achieve at least 80 percent, and list the percentage achieved for each.

Older Youth Credential Rate: 23.3%

Older Youth Entered Employment Rate: 44.0%

2. For each of the above, provide an explanation or analysis of why the LWIA failed to achieve the minimum 80 percent.

Several factors impacted these performance measures;

Older Youth Credential Rate: Please see attached Merced County's Local Workforce Investment Area Corrective Action and Technical Assistance Plan dated July 1, 2004.

Older Youth Entered Employment Rate: See below

a. The Older Youth Provider, ARBOR, had been notified that their contract would not be continued because of marginal management. The provider had the cost of the contract and the number of clients to be served considerably reduced, half way through the performance period.

b. A second Older Youth Provider, Jobs for California Graduates, Inc. began a new contract 6 months into the performance measures period. Start-up, combined with eventually having to take over the ARBOR case load, resulted in slow enrollments and very few exits. The termination of the Arbor contract also resulted in some clients losing faith in the program and "dropping out."

c. Sixty-two (62) older youth clients exited during the program period between April 1, 2003 and March 31, 2004. The Entered Employment Rate was 44.0% and was measured against 25 youth exiting employed. The addition of 1 more youth exiting employed would have caused the performance measure to meet and exceed the 80% parameter.

d. Our second Older Youth Provider, Jobs for California Graduates, Inc. (JCG) terminated its Older Youth contract on September 19, 2003 with over 9 months left on its contract. Over 250 clients were left without a service provider. On November 25, 2003, a little over 2 months later, a new youth provider, Merced County Office of Education, was selected and contracted to provide out-of-school youth services. Start-up,

combined with the fact that many of the former JCG clients again felt abandoned and did not trust any youth provider, resulted in many clients once more "dropping out" of the program, mostly unemployed.

3. Based on the above analysis, describe what corrective actions will be taken to ensure that the minimum 80 percent performance will be achieved in subsequent years. See the attached "Items to Consider in Developing a Corrective Action Plan" for guidance as applicable to your situation.

Please see attached PY 2002-03 Corrective Action and Technical Assistance Plan concerning actions to ensure the Older Youth Credentialing/Diploma Rate is attained.

For the Older Youth Entered Employment Rate:

The newest older youth provider, Merced County Office of Education (MCOE) has continued to serve Merced County's older youth. Their contract has been renewed as a result of a Request for Proposal and past contract performance. The present program began July 1, 2004 and will run until June 30, 2005. During its February 9, 2005 meeting, the Merced County Youth Council voted to continue MCOE's older youth contract.

Training has been provided to the MCOE staff by the Department of Workforce Investment on performance measures and exit strategies. The EDD Capacity Building Unit is scheduled for Merced County on February 23, 2005 for Youth Performance Measures, and on March 23, 2005 for Exit Strategies. All exits from the program are now coordinated decisions between MCOE and Department of Workforce Investment.

The Department of Workforce Investment's Local WIA Performance Detail Report - Older Youth Quarterly Report; 07/2004 to 12/2004 reflects that of 39 youth exited and measured by the performance measure, 30 have entered employment for a 76.92% rate, well above last year's 56.8% negotiated rate.

4. Will you require technical assistance from sources other than your LWIA staff resources as part of your corrective action plan?

Yes No

5. If "Yes," identify the source(s) and the type(s) of assistance, and how the assistance will help to achieve the previously described corrective action goals. For example, local training/consultation may be available from other governmental or private entities. At the State level, your WID Regional Advisor may be able to provide or identify other sources available to meet your specific needs, such as the WID Capacity Building Unit, EDD's

Employment and Training Network, the Department of Labor, and other sources.

N/A

6. Will any of the technical assistance sources identified above require funding not currently available to the LWIA?

Yes No

7. If “Yes,” do you plan to apply for technical assistance funds from the State?
(NOTE: Other sources must be used if available. Requesting funding from the State must be a last resort if other sources are not available.)

Yes No

If “Yes,” complete the attached “Application for Technical Assistance Funds Regarding Failure to Meet Performance” and attach it to this corrective action plan. If “No,” describe how you plan to procure the assistance.

ITEMS TO CONSIDER IN DEVELOPING A CORRECTIVE ACTION PLAN

- Improving the assessment methodology to ensure appropriate referrals to Core B, Intensive, and Training services
- Training for staff and/or subcontractors through a combination of cross-training by strong performers and on-site visits elsewhere in the State
- Training on adult, dislocated worker, and youth performance management
- Training on job development and client job retention
- Training on Workforce Investment Act (WIA) case management for adults and youth
- Improving customer service and customer satisfaction
- Improving local partnerships and expanding services in the One-Stop system
- Improving monitoring of service providers and other subcontractors
- Training on WIA participant reporting forms
- Training regarding the efficient use of management information system data
- Procurement of updated labor market information tailored to local participant and employer needs
- Development of specialized outreach efforts to publicize the services available in the One-Stop Career Centers, including free public announcements through local media and professionally produced videos
- Reorganization study conducted by outside consultants
- Consultant services to assess the LWIA's procurement system
- Improving the One-Stop certification process
- Improving linkages with the business community
- Improving client follow-up services

APPLICATION FOR TECHNICAL ASSISTANCE FUNDS REGARDING FAILURE TO MEET PERFORMANCE

Subject to the availability of funds, the State may provide a maximum of \$25,000. A local area will not receive more funding for technical assistance than it would have been eligible to receive in incentive awards, or that it received as a partial award, under the Exemplary Performance Incentive Award policy described in WIA Directive WIAD01-11. The State will not fund the following:

- Administrative costs
- Staff salaries or benefits
- Out-of-State travel
- Development or implementation of management information systems (NOTE: local areas may receive funding for consultant services or training on how to improve their systems, use data efficiently, etc., but not to directly develop or implement a new system)

Identify each training source/title, seminar/conference, etc. (NOTE: Make sure this is consistent with sources identified in *items 3 and/or 5* on the first page of this corrective action plan). A brief expenditure breakout is required for each source/activity identifying expenditures by type of activity:

- Consultant/Trainer Costs
- Travel/Equipment/Facilities, etc.
- All Other Costs (identify types and amounts)

TOTAL FUNDS REQUESTED: \$ 0.00

SIGNATURE PAGE

This Corrective Action and Technical Assistance Plan for the **Merced**
County Local Workforce Investment Area
is approved for submittal to the State of California.

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| _____ Andrea T. Baker Director, Dept of Workforce Investment | _____ Signature | _____ February 28, 2005 |
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| _____ Nellie McGarry Merced County Workforce Investment Board Chair | _____ Signature | _____ February 28, 2005 |
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TO: Youth Council

DATE: 03/09/05

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Out-of-School Juvenile Justice Program Update

PROPOSED MOTION(S): Information Only

DISCUSSION: During the February 9th Youth Council meeting, Youth Council staff expressed concern about the number of enrollments in EMPOWER's juvenile justice program. The program provider, MCOE/ROP promised the Contract Oversight Working Group an update on the program's progress. That update was received March 1, 2005 and forwarded to the working group members.

Staff is confident that the Juvenile Justice program is now on-track. Both the original proposal to the California Workforce Investment Board and MCOE's letter to Youth Council staff are attached.

ATTACHMENT(S): 1. Proposal to California Workforce Investment Board
2. Juvenile Justice Program Update Letter

The Merced County Workforce Investment Board is submitting this plan for services in response to the Employment Development Department Directive Number WIAD04-1 dated July 21, 2004 and the subsequent California Workforce Investment Board letter dated July 27, 2004 authorizing \$70,000 of additional WIA funding for PY2003/04 based on Merced County's high concentration of eligible youth.

The plan is written to serve 35 additional out-of-school youth, with a focus on youth offenders, specifically those incarcerated in Juvenile Hall between the ages of 17 and 18. The following performance measures will be achieved:

| WIA Performance Measure | 2004/2005 Goal | Minimum Outcomes (based on 35 youth served) |
|--|----------------|---|
| Younger Youth Skill Attainment Rate | 78.7% | 28 youth |
| Younger Youth Diploma or Equivalent Rate | 55% | 20 youth |
| Younger Youth Retention Rate | 53.8% | 19 youth |

Projected Increase in the number of WIA eligible youth to be served:

This plan will serve an additional 35 out-of-school youth in the WIA Out-of-School Youth program, known in Merced County as the EMPOWER program. The EMPOWER program provides comprehensive, long-term services that address the four major themes of the Workforce Investment Act: 1) improving education achievement, 2) preparation for and success in employment, 3) supportive services, and 4) services intended to develop the potential of youth as citizens and leaders. The EMPOWER program is currently serving 192 enrolled youth (as of July 31, 2004) with an existing contractual obligation to serve a total of 313 youth during the 2004-2005 program year. This plan will fund a position to serve an additional 35 out-of-school youth. Recruitment and enrollment efforts for these additional youth will be focused on youth offenders, specifically those incarcerated in Juvenile Hall, between the ages of 17 and 18.

Services to be provided as described in the WIA, section 129 (c) (2):

The EMPOWER program will provide an opportunity for eligible, committed young adults to receive a full array of services and supports that are most likely to result in increased skill attainment, high school completion or achievement of the GED, and retention as defined by the WIA.

Debbie Woody, EMPOWER Program Advisor, will recruit, enroll, and provide case management services to 35 youth. Ms. Woody will be stationed half-time at Juvenile Hall and half-time at Valley Community School, enabling her to serve youth both during their incarceration and after their return to high school. Ms. Woody will make available all the program components and program elements described in the following section. Program activities for each participant will vary depending on the needs of each participant as described in the Individual Service Strategy (ISS).

Program Design Components

Outreach and Recruitment

Outreach and recruitment will target youth offenders, specifically those incarcerated in Juvenile Hall, who are between the ages of 17 and 18. Debbie Woody will be stationed half-time at Juvenile Hall, will conduct ongoing outreach and recruitment, and will work closely with the Merced County Probation Department to identify and recruit youth most in need of, and appropriate for, program services. Ms. Woody will also provide outreach and recruitment to pending graduates of Valley Community School who are youth offenders to encourage enrollment upon graduation, if appropriate and eligible for WIA services. All youth who are recruited for program services will be referred to a program orientation prior to enrollment.

Orientation

The EMPOWER Orientation serves several purposes, including 1) to inform youth of the full array of program services available, 2) to engage youth regarding the expectations for youth participation and commitment, 3) to actively demonstrate to youth the strength of our collaborative program organization. Orientations are conducted in cohorts and will be facilitated by Ms. Woody, who will be assisted by rotational teams of program case managers. This approach ensures that youth of all cultures, races, and ethnicities are provided with complete information and understanding of the program's services and expectations, and demonstrates the collaborative and organizational strength of the program. At the completion of the orientation session, participants will be formally assigned to Ms. Woody for Advisor (Case Manager) services.

Intake and WIA Eligibility Determination (Initial Assessment)

The Advisor will review initial assessment for each potential participant for WIA eligibility and the appropriateness of enrollment into the program. Initial assessment will also be addressed in the orientation session. Upon completion of the orientation session, youth who are initially determined to be WIA eligible and appropriate for the program will be assigned to a program Advisor. Youth will be provided a "Roadmap" to program enrollment, with instructions to complete a series of reasonable activities prior to attending Workshop I, which occurs one week after the orientation session. "Roadmap" activities include completion of a vocational assessment, completion of the ISS document, and completion of the TABE test. Ms. Woody will provide youth with the information, resources, and support necessary to complete these activities.

Information, Referral, and Resource

Youth determined to be ineligible for WIA services and/or not appropriate for program services will be referred to other community services. The referral will be documented

and a member of the case management team will conduct follow-up to determine if the referral was utilized or if another referral may be needed.

Enrollment

Enrollment will be available for out-of-school youth between the ages of 17 and 18 who are incarcerated in Juvenile Hall and meet the WIA low-income eligibility requirements. MCOE will enroll and serve 35 youth between July 1, 2004 and June 30, 2005. This number is in addition to the 313 youth served under the current, existing WIA out-of-school contract.

Objective Assessment and ISS

Objective Assessment and the development of each participant's individual Service Strategy (ISS) is an ongoing process accomplished through a series of activities designed to provide youth with knowledge of their skills, interests, aptitudes, needs, and goals. The series of activities include vocational assessment, completion of the TABE, completion of the ISS document, and participation in the EMPOWER Workshop I, one week after orientation. EMPOWER Workshop I is conducted in cohorts of the same participants who attended the orientation session one week earlier. EMPOWER Workshop I is designed to provide participants with additional opportunities to explore their interests and aptitudes, including Multiple Intelligences Theory, and to lay the foundation for success in the program by providing hands-on activities to develop and explore teamwork and problem-solving skills, discuss and debate ethics in the workplace, and identify areas for personal growth, all of which are included in the ISS.

At the completion of Workshop I, participants are scheduled for an individual meeting with their Advisor during which eligibility is finalized and a course of action is determined. The Advisor will evaluate, analyze, and discuss with participants the results of all formal and informal assessments. Using that data, the Advisor will work closely with participants to complete the Individual Service Strategy (ISS) and develop the planned course of action.

Utilizing the TABE, the vocational assessment, the ISS, and the informal assessments from EMPOWER Workshop I will ensure that the following WIA components are reviewed and considered in the course of action for each participant:

1. basic skills
2. occupational skills
3. prior work experience
4. employability
5. interests
6. aptitudes
7. supportive services needed
8. developmental needs

Connection with Youth Development Activities

The EMPOWER program design is reflective of the Search Institute's Developmental Assets Model for youth development. The external asset of support is provided by the Advisor and by the caring program climate. Every EMPOWER workshop and activity is formally evaluated by participants, with specific feedback requested on how welcomed and comfortable the participant felt during the session. The external asset of empowerment is reflected in the program name, and in the strength of community partnership, collaboration, and organizational strength demonstrated during program workshops and activities. The external asset of boundaries and expectations is provided by the program structure, culture, and high expectations. During the orientation session, youth are informed of the program structure, sequence of services, performance measures, and expectations; participants reach consensus on their cohort's expectations for successful participation behaviors. The external asset of constructive use of time is addressed by the program structure, ongoing availability of program workshops and activities, a sequence of services that is logical and comprehensive, and the availability, upon release, of a youth computer lab and resource center that is centrally located in Merced.

Case Management

Each participant will be assigned an Advisor during the program orientation. The Advisor will work with the participant to complete the eligibility process, develop the ISS, and coordinate referrals to services necessary to accomplish the activities established in the ISS. The case manager will be responsible to monitor participant progress at least monthly and provide documentation through appropriate diary narratives.

PROGRAM ELEMENTS

Drop-out Prevention Activities (Tutoring, study skills training, and instruction)

Participants who are basic skills deficient and/or lack a high school diploma will be referred to Valley Community School. The Advisor will work collaboratively with Valley Community School staff to ensure that participants receive coordinated support and interventions, including supportive services as necessary, to ensure progress toward improvement in basic skills, attainment of a high school diploma, or successful completion of the GED examination.

Alternative Secondary School Services

Participants who have been unsuccessful in obtaining their GED/High School Diploma and are identified as possessing the aptitude for an educational credential will be referred to Valley Community School during incarceration. Upon release, participants will be referred to Valley Community School or Merced Adult School as appropriate.

Participants with the aptitude for GED/High School Diploma will be expected to accomplish this objective prior to or concurrent with enrollment in other program components.

Paid and unpaid work experience (including internships and job shadowing)

Work experience will be provided to participants through job shadow, community classroom placement, and/or paid work experience as appropriate and practical during incarceration, and/or upon release and completion of all probationary requirements. The Advisor will work closely with the program's job developer prior to placement in this component to ensure that the work experience opportunities provided support the goals of the participants' ISS.

Occupational Skills Training

Participants whose ISS identifies occupational skills training as an appropriate program activity will be provided services during incarceration by the contractor and upon release by one of the following subcontractors: Merced College, Merced Adult School, by the contractor MCOE, or by other skills training providers listed in the ETPL. Placement in a training program will be in alignment with the career goals indicated in the participants' ISS. Participants referred for occupational skills training will be referred for potential co-enrollment for WIA services through the Merced County Department of Workforce Investment, and/or be assisted with application for financial aid through Merced College for semester-based programs. The Advisor will work collaboratively with all educational partners to ensure that participants receive coordinated support and interventions, including supportive services as necessary, to ensure progress toward successful completion of training.

Leadership Development Opportunities

The Advisor will work with participants to identify leadership opportunities that match the participants' interests and aptitudes as identified in the ISS. The Advisor will encourage and monitor citizenship during incarceration, and provide linkages to community involvement upon release.

Supportive Services

Supportive services necessary for each participant to achieve successful outcomes in the program will be identified during the development of the ISS. The Advisor will refer the participant to community services and/or provide direct services, as funding allows, through the program. In addition to the supportive services identified in the ISS, the Advisor will make every effort to identify other supportive service needs that may arise as the participant progresses through the program.

Adult Mentoring

Each participant will be assigned to an Advisor who will assist the participant to complete his/her education, training, and other program activities. The Advisor will provide ongoing support and encourage accountability toward individual goals for each participant. The mentor relationship will be established during incarceration and will continue upon release. Mentor services will be documented by monthly diary entries.

Comprehensive Guidance and Counseling

All participants will complete the TABE to determine academic skills, and a vocational assessment to determine learning styles, vocational interests, aptitudes, and temperaments.

EMPOWER Workshop I is designed to further inform participants of their unique talents and abilities, and to form a foundation for success in the program. Workshop I utilizes interactive, hands-on activities to develop problem-solving skills, practice teamwork, accept change, develop communication skills, and explore Multiple Intelligences Theory. Participants learn of the educational and career opportunities that compliment their natural intelligences. Upon completion of Workshop I, the Advisor will work individually with participants to develop the ISS. Under the direction of the Advisor, participants will establish goals and develop an action plan for career exploration, education, training, skills development, and work experience.

EMPOWER Workshop II consists of a series of sessions that address employment readiness. Participants will develop an employability portfolio and practice interviewing techniques. Participants who complete Workshop II will have an opportunity to participate in the EMPOWER Zone, an interactive, community-involved event to demonstrate and strengthen participants' application and interviewing skills.

EMPOWER Workshop III provides participants with strategies for effective communication and teamwork to ensure job retention and satisfaction.

EMPOWER Workshop IV provides financial literacy training, including personal budgeting, contingency budgeting, banking, payroll deductions, and income tax issues.

EMPOWER Workshops I-IV are aligned with the Merced County ROP Working Professional course, which is approved by both the Merced County Office of Education Board of Trustees and the California Department of Education. Successful completion of the workshops will be recognized by a certificate of achievement.

Participants in need of counseling services for mental health issues, addiction, or other intensive services will be referred to community agencies as appropriate.

Follow-up Services

Follow up services will be provided to participants for a minimum duration of 12 months after program exit. Participants who are exited will be contacted at least quarterly and will be notified and encouraged to attend program workshops, visit the EMPOWER Career Center for assistance with job search activities, and access the computer and PLATO lab for further skills development. Supportive services will be made available as appropriate. Re-enrollment will be available when appropriate.

Summer Employment Opportunities

Employment opportunities will be offered to participants year round and will not be limited to the summer months. Participants will be enrolled into paid work experience and/or OJT activities based on the sequence of services established in the ISS, and as appropriate and allowable based on court status. The job developer will work closely with the Advisor to develop work experience and/or OJT opportunities, and worksite training plans that align with the participants' ISS.

On-the-job Training Opportunities

On-the-job Training opportunities (OJTs) will be available to participants upon release and successful completion of probationary requirements. The Job Developer will work with local employers to negotiate contractual agreements that utilize program funds to reimburse employers a portion of the salary costs associated with training. OJTs will provide participants the opportunity to learn skills in a setting where there is an expectation of continued, unsubsidized employment upon completion of the OJT period. OJT agreements will include a written Training Plan, developed by the employer and the Job Developer, which will identify the specific skills the participant will develop during the OJT period. The Job Developer and the participant's Advisor will work cooperatively to ensure that the participant, with the assistance of the employer, is progressing toward mastery of the Training Plan objectives and is maintaining the personal behaviors necessary for continued employment. The Advisor will ensure that appropriate supportive services, such as transportation and uniforms, are provided as needed.

Financial Literacy Skills Training

EMPOWER Workshop IV provides financial literacy training, including personal budgeting, contingency budgeting, banking, payroll deductions, and income tax issues.

Connections and collaboration with local community resources and programs:

This plan strengthens existing informal collaborative relationships between the out-of-school youth program and the following partners: Merced County Probation, Juvenile Hall, Valley Community School, and Merced County Mental Health Services. The plan will provide comprehensive services to youth offenders in an effort to encourage and

positively recognize youths' successful completion of court and probationary requirements. Services provided at Juvenile Hall will provide motivation for positive behavior while incarcerated. Services provided upon release will assure that youth are enrolled at Valley Community School for high school completion and progressing in other activities outlined in the ISS. Referrals for mental health services will be coordinated with Merced County Probation, Juvenile Hall, Valley Community School, and the EMPOWER program Advisor.

Program Outcomes and related timelines:

Work Statement

The Contractor MCOE will:

1. Provide services for 35 WIA eligible 17-18 year-old out-of-school youth who are or have been court involved.
2. Be responsible for administrative and fiscal oversight of the program.
3. Provide services including the ten (10) WIA required comprehensive elements and the program design components outlined in this narrative.
4. Provide outreach and recruitment to enroll 35 new participants.
5. Determine eligibility for Workforce Investment Act (WIA) services for 17-18 year-old out-of-school youth and complete required WIA enrollment paperwork.
6. Provide each participant with a comprehensive orientation to the program.
7. Provide objective assessment as described in the plan narrative. Complete an Individual Service Strategy (ISS) for each participant.
8. Provide case management services for each participant, including appropriate contact at least once each month, with appropriate diary entry.
9. Provide workshops that address employment preparation, job search strategies, employment retention, and financial literacy skills.
10. Provide paid and unpaid work experience, including OJTs.
11. Provide supportive services when needed and as practical. Refer participants to appropriate community services.
12. Be responsible for payroll of participants and distribute participant paychecks.

13. Comply with laws and regulations pertaining to Workers' Compensation, federal and state labor laws, and Child Labor Laws for minor participants.
14. Ensure that all work site supervisors receive a program orientation before any participants are placed under their supervision.
15. Provide each participant an orientation to the worksite and/or training program prior to placement.
16. Provide each participant the safety equipment necessary to perform work under the contract.
17. Carry out all program activities in accordance with the Work Statement and Budget/Budget Narrative in this plan.
18. Attain the final Local Youth Performance Measures established for 14-18 year olds by the State. The performance indicators that must be attained by the contractor are:

| | |
|----------------------------------|----------|
| Youth skill attainment rate | 78.700% |
| Youth diploma or equivalent rate | 55.00% |
| Younger Youth Retention rate | 53.8.00% |
19. Provide follow-up services to all participants a minimum duration of 12 months after program exit.
20. Provide a Customer Satisfaction Evaluation to measure the level of customer satisfaction with program services.

Description as to how WIA funds are to be leveraged with other funding sources:

WIA funds will be leveraged with funds from the contractor and from collaborating partners, including Merced County Probation, Juvenile Hall, Valley Community School, and Merced County Mental Health. Merced County Probation and Juvenile Hall will provide office and classroom space to the Advisor with no charge to the WIA contract. Valley Community School will provide office and classroom space to the Advisor, and vocational education and training to youth while incarcerated in Juvenile Hall, with no charge to the WIA contract. Education and training opportunities will be made available upon release utilizing the sub-contracts in the existing WIA out-of-school youth contract, with no charge to this program. Paid work experience opportunities will be provided through the existing WIA out-of-school youth contract with no charge to this contract.

Budget Narrative

ADMINISTRATION

| | |
|------------------------|----------------|
| Salary | \$-- |
| Benefits | \$-- |
| Other – Indirect 6.49% | <u>\$4,543</u> |
| Total Admin | \$4,543 |

PROGRAM

| | |
|--|----------|
| Salary (Career Educator) | \$31,253 |
| Benefits | 16,479 |
| Instructional Supplies (35 participants @ \$100) | 3,500 |
| Mileage (Career Educator est. mileage) | 500 |
| Equipment (computer, printer, furniture) | 3,500 |
| Conference | 500 |
| PESCO Software | 2,500 |
| Plato Software | 2,500 |

PARTICIPANT

| | |
|---|-----------------|
| Supportive Services (uniforms, pre-employment testing, etc) 35 @ \$135 | <u>\$4,725</u> |
| Total Program | \$65,457 |

TOTAL BUDGET \$70,000

To: Dave Davis
 Employment & Training Analyst
 Department of Workforce Investment

From: Holly Newlon
 Program Coordinator
 MCOE/EMPOWER Program

Re: Status of Juvenile Hall project

Date: February 28, 2005

The EMPOWER Program was awarded funds for the period July 1, 2004 – June 30, 2005, to serve thirty-five additional youth between the ages of 17 and 18, with a focus on serving youth who are involved in the County’s Juvenile Justice System.

The following contacts and procedures have been established for the purposes of recruiting, enrolling, and serving youth for this special project.

| Contact/Title/Affiliation | Procedure |
|--|---|
| Daphne Post Vice-Principal Juvenile Hall School | 1. Daily screening of wards ages 17-18. 2. Contact with Valley Community School Principal to discuss potential referrals. 3. Contact with Probation Officer to discuss potential referrals. 4. Initial meeting with youth to determine appropriateness for program. 5. Referral to Debbie Woody, EMPOWER Advisor, for potential program enrollment. |
| Andrea DeVoe Counselor Valley Community School <input type="checkbox"/> Drug Court* <input type="checkbox"/> PAS** | 1. Screening of youth ages 17-18. 2. Referral to Debbie Woody, EMPOWER Advisor, for potential program enrollment. |
| Shoua Her Probation Officer <input type="checkbox"/> Day Reporting Center (DRC)*** <u>And</u> Crandell Farmer Teacher <input type="checkbox"/> Day Reporting Center (DRC)*** | 1. Screening of youth ages 17-18. 2. Referral to Debbie Woody, EMPOWER Advisor, for potential program enrollment. |
| Debbie Woody Advisor EMPOWER Program | 1. Initial meeting with referred youth. 2. Orientation, Workshop I, enrollment. 3. Provision of program services |
| Rebecca Garcia Advisor (back-up) EMPOWER Program | 1. Initial meeting with referred youth. 2. Orientation, Workshop I, enrollment. 3. Provision of program services |

| | |
|---|-------------|
| Thomas Burr Commissioner Superior Court of the State of CA County Of Merced | Stakeholder |
| Joe Frontella Program Manager R.E.T.U.R.N. Program**** Merced County Probation | Stakeholder |
| Jill Macha Director Court/Community Schools | Stakeholder |

The contacts and stakeholders listed above are fully informed and supportive of the project. The screening process is established. Referrals for program participation are dependent upon several factors, which are 1) independently determined by the contact person as necessary for effective coordinated care of the youth and, 2) supported by the stakeholders.

As of February 28, 2005 approximately ten youth have been identified as potential program participants and are in the enrollment process. Approximately six additional enrollments per month will be required for the period March – June, 2005 to reach the targeted enrollment of thirty-five.

Please let me know if any additional information is needed regarding the status and/or progress of this project.

*Drug Court is designed to help minors who have substance abuse problems become clean and sober. It is an extensive program that partners with Recovery Assistance for Teens (RAFT), Probation, Mental health, and Valley Community School.

**Partnership for Adolescent Success (PAS) is a court-ordered program for juvenile offenders who are minimally involved in the juvenile justice system. It is designed to assist and educate minors so they will 1) not commit further crimes and 2) become productive members of society. Youth attend school for 5 hours per day and spend an additional 2 hours per day with a mental health counselor or other agency representative as needed. Youth are on a level system closely monitored by a probation officer.

***Day Reporting Center (DRC) is for youth sentenced to confinement in a self-contained classroom on the campus of Valley Community School. The classroom is staffed by a teacher, probation officer, and probation assistant. Youth wear an ankle monitor and are allowed to attend school only, from 8:00 a.m. – 5:00 p.m. Youth who fail this program serve any remaining time in Juvenile Hall.

****The R.E.T.U.R.N. Program is a system of educational and experiential program elements that teach youth new patterns for dealing with stimulus which previously resulted in anti-social and delinquent behavior. R.E.T.U.R.N. will teach positive social skills, correct thinking, moral and ethical values, and strategies for successful community interaction. Youth will be held accountable for their behavior and actions through a system of rewards and earned privileges. Program participants must be wards of the court, have at least one year confinement time at the time they are ordered into the program by the court, and must have at least one adult member in his/her household willing to participate in program activities and requirements.