

**Workforce Investment Board
Youth Council Meeting
UC Cooperative Extension, 2145 Wardrobe Avenue, Merced, CA
June 8, 2001, 9:00 a.m.
Meeting Minutes**

Members Present: Bob Bittner, Suzannah Campbell, Claudia Corchado, Evelyn Eagleton, Troy Fox, Mary Jane Hawkes, Jerry Johnson, Jeff Knapp, Noah Pou Lor, Richard Mahacek, Nellie McGarry (Chair), Jim Newberry, Jack Page, Michael Parker, Mayra Ramirez, Cynthia Kelly-Reponte, Mike Smith, Ralph Vigil, Rev. Craig E. White, Sr.

Members Absent: Barbara Ayers, Lorena Briano, Laverne Brown, Mary Cavazos, Bill Davidson, Renisse Ferrario, Annette Garcia, Robert Gilbert, Jr., Robert Harmon, Kathy Hassett, Henry Ildefonso, Charlie Lambert, Steve Lundgren, Ismael Montoya, Marie Nelson, Suzanne Nunez, Obie O'Brien, Jean Weaver

PITD Staff Present: Andrea Baker, Dave Davis, Gary Derr, Marta Echevarria, Ed McLaughlin, Bernedette Castaneda

Others Present: Daryl Dupree, Rebecca Lincoln, Chessey Vue

1. **Call to Order/Roll Call** – The Chair called the meeting to order at 9:10 a.m. and roll call was taken.
2. **Approval of Agenda** – It was unanimously approved to accept the agenda with the following addition: Item 6f - Evelyn Eagleton will report on the Youth Opportunity Program.
3. **Approval of April Minutes** – It was *M/S/C Bittner/Ramirez* to approve the 05/11/01 minutes.
4. **Public Opportunity to Speak** – None
5. **Announcements:**
 - a. Cynthia Kelly-Reponte invited everyone to attend Arbor, Inc.'s Career Day on Friday, June 31, 2001, at 2:00 p.m., in Los Banos' Pacheco Park.
 - b. The Teen Pregnancy Prevention Providers Forum, featuring guest speaker Jerry Tello, is being held on June 14, 2001, at the Community Medical Center Sierra Auditorium, Fresno. Tickets are \$15.00 per person. Contact Maria Teresa Martinez, at 724-0111, for tickets or more information.
6. **Information Agenda:**
 - a. **Request For Proposal (RFP) for Asset Mapping and Gap Analysis** – The RFP was not approved during the May 24, 2001, Workforce Investment Board (WIB) meeting because a price quote was not given. The committee is developing a survey to define what Merced County youth need and want, and will create the RFP based on the survey results.

Staff will contact other Youth Councils to find out how they are generating asset mapping and gap analysis.

- b. **Requested Change of Youth Council Meeting Time** – Youth Council members were surveyed during the 05/11/01 meeting to determine the most preferable day and time to hold Youth Council Meetings. It was noted, afternoon meetings would make it easier for youth to attend the meetings. Survey results were inconclusive since few responses were received. Ideas to increase youth attendance were shared. Should the council be unable to recruit youth members after trying the suggested ideas, another survey will be generated.
- c. **Acceptance of WIB Bylaws** – The bylaws are being modified per County Counsel’s suggestions. Youth Council Operations Committee will develop Youth Council norms defined by these bylaws once they are formally adopted.
- d. **Madera County Youth Labor Market Study** – The Madera County Youth Advisory Council’s Executive Summary was made available to Youth Council members to inform them of other Youth Council’s activities, and to generate ideas for uses of the study with Youth Council subcommittees. It was noted the Employability Card Committee could benefit from the information provided. Members were told to contact Youth Council staff at 385-7324, ext 2152, 2166 for a copy of the entire study.
- e. **Information on Youth Conference** – California Workforce Association (CWA) representatives have contacted Youth Outreach and Education Committee members and conveyed interest in partnering with the Youth Council to sponsor a statewide youth conference in the spring of 2001. A meeting to determine conference details is being planned with CWA representatives. Staff has mailed informational letters to WIBs and Youth Councils throughout California, and are awaiting replies on the proposed youth conference.
- f. **Youth Opportunity Program Report** –
 - 1) Evelyn Eagleton introduced Chessey Vue, an Advertising Design student of the Younger Youth Opportunity Program (YOP) and recent winner of a statewide advertising design contest. Chessey will be presenting her design on a national level in Kansas City, Missouri this month.
 - 2) YOP has close to 900 students enrolled in its program. Workforce Investment Act (WIA) funds will provide employment wages for 505 students, a Human Services Agency (HSA) grant will provide employment wages for 120 students, and another grant will fund a college CNA program for 30 students. PITD and HSA will assist in funding employment wages for students eligible for the Summer Youth Program. There is concern that not enough funds will be provided to pay for paid work experience for all participants.

Andrea Baker will contact the Director of the Employment Development Department (EDD) and others to see if there is a way to generate more grant money, specifically unused Federal grant money given to other states/counties for programs.

7. Committee Chair Reports:

- a. **Operations Committee** – No report available at this time, since the committee’s scheduled meeting date is after Youth Council meetings. A committee report will be given during the next Youth Council meeting.
- b. **Marketing Committee** – The committee is currently working on purchasing Youth Council logo shirts for members. Staff is looking into prices for the shirts at various companies. More information will be provided at the next Youth Council meeting.
- c. **Leadership Committee** –
 - 1) The committee, in partnership with the Youth Council Marketing Committee, is exploring formulizing a process to recruit youth for the Youth Council. Some ideas included having youth attend meetings prior to membership so they may understand the Youth Council responsibilities and process, creating a workgroup or interview panel to give youth orientations and/or to interview youth interested in membership; and having mentors for new members to assist them with Youth Council matters.
 - 2) Arbor, Inc. has a website: www.geocities.com/arbormerced2000/arborinc.html, which consists of client and staff pages, center and workshop information, and has links to EDD and the One-Stop Center.
 - 3) The committee created seven positive messages for youth to be taken to the Youth Steering Committee on 06/21/01, at Merced County Office of Education (MCOE). The messages will be presented to youth to determine which one is more appealing.
- d. **Planning and Quality Assurance Committee** – The committee and staff are currently working on creating a survey that will be given to a variety of youth attending summer school to determine what Merced County youth want and need. Survey results will be used to assist in developing an appropriate RFP for asset mapping and gap analysis.
- e. **Outreach and Education Committee** – The committee discussed ideas for the proposed youth conference and pending partnership with CWA. Five breakout sessions for the conference were discussed:
 - 1) Your Role on the Youth Council
 - 2) Process and Procedures of a Governing Body
 - 3) Taking on a Leadership Role
 - 4) Youth Advocating for Youth
 - 5) What’s Up in Your Community? – Youth Networking

Breakout sessions for the adult attendees will be created at the next meeting.

8. Chair Comments – Nellie updated members on a youth conference she and Andrea Baker attended in San Francisco last month. Ideas were shared regarding engaging the community, accessing grants, and marketing the Youth Council and the WIB. An example was given of a

council that has created a Memorandum of Understanding (MOU) between its collaborating partners, making them accountable for results. There is also cooperation between Job Corps and their programs. It was suggested to have a Job Corps representative do a workshop at Arbor, Inc. for youth and if so desired, arrangements can be made for Youth Council members to attend Job Corps center presentations.

9. Other Business – Evelyn Eagleton asked members to consider youth from the YOP for employment.

10. Next Meeting Date and Time – The next Youth Council meeting is 07/13/01, 9:00 to 11:00 a.m., in the UC Cooperative Extension classroom (2145 Wardrobe Avenue, Merced).

11. Adjournment – The meeting was adjourned at 10:13 a.m.

Minutes prepared by Marta Echevarria