

**TO: Youth Council**

**DATE: 10/08/03**

**FROM: Youth Council Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Youth Opportunity Program (YOP) Quarterly Report**

**PROPOSED MOTION(S): Information Only**

**DISCUSSION: The Quarterly Report for the Youth Opportunity Program, July, August, September 2003 is attached.**

**ATTACHMENT(S): Letter, YOP Quarterly Report, July–September 2003**

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

From: Robin Davis, Career Educator  
Youth Opportunity Program, Merced County Office of Education

Re: Quarterly Report, Younger Youth Program  
Prepared for the Merced County Youth Council

Date: October 2003 (July-Aug-Sept)

1. **Overall status of the program:** The program continues to exceed performance measures. This quarter, 95% (289/304) of the basic skills, work readiness, and/or occupational skills goals were attained. 92% (208/227) of participants attained a diploma. New enrollments are underway.
2. **Past quarter highlights:** 342 students completed 6 weeks of paid work experience and the Working Professional course. MCOE was proud that only 3 reported accidents took place over the summer employment period. A lesson on job safety was part of the curriculum. Participants from all the high schools created posters, brochures, and presentations to showcase skills learned on the job and in class. Dos Palos Community Center provided a dinner for participants, their parents, and employers. Delhi High School's YOP participants invited their work supervisors to a luncheon, presenting thank you certificates and a display of what they learned.

In August, case management training was provided by myself and experienced YOP mentors to all staff/mentors. Training covered successful Individual Service Strategy (ISS) development, WIA guidelines, and behaviors of effective case managers. The session reinforced our mission and offered less experienced mentors an opportunity to learn more as we enter a new school year.

On September 20, JCG mentors organized a Leadership Day, held at Lake Yosemite, for 50 YOP participants. The officers in the career association participated in leadership activities and received training in their positions. The mentors procured donations for all the food and transportation, and credited the success of the day to the group of motivated and enthusiastic students.

With deadlines for scholarships and college applications in November, YOP mentors have provided the following this quarter:

- Meetings and nights devoted to college scholarship information
- Registration for college entrance exams, the SAT and ACT
- College information and assistance with college applications

3. **Past quarter deficiencies:** On September 19, one of our partners, Jobs for California Graduates, closed their operations without notification. The YOP mentors who were employed by JCG will be retained as temporary contracted teachers with MCOE so the active participants can still be served.

MCOE has taken over JCG's 597 files. When JCG delivered these unorganized files, 132 Younger Youth files were missing and several Out Of School Youth files had to be sorted out (now in the hands of DWI). We are told the missing files are at the JCG office waiting to be picked up. Well over a hundred files are missing the required diary notes and WIA Follow Up documentation, which we will need to do and submit late.

We have addressed perpetual problems with JCG regarding WIA paperwork for 19 months. In this quarter, 32 goal closures and exits were submitted up to four months late. Now, without assistance from JCG, we must correct and complete the paperwork and submit it late. They could result in "soft exits". We are already at work to correct any resolvable problems.

4. **Past quarter recruiting/marketing efforts:** All partners are enrolling and have provided information in classrooms and career centers at the high schools.
5. **Number enrolled:** 280 active / 1621 overall
6. **Number of hard/soft exits:** 1341 / 0
7. **Next quarter challenges:** Finding and/or completing required documentation of JCG files. With the absence of JCG administrative staff to complete the WIA paperwork, the four mentors hired by MCOE will be trained immediately in paperwork procedures. MCOE will conduct the Follow-Up on 392 participants exited by JCG in the last year.
8. **Technical assistance needed:** None.