

Workforce Investment Board of Merced County

Youth Council

MCOE – Newbold/Clark Rooms

623 West 13th Street, Merced, CA

Wednesday, October 8, 2003 – 4:00 p.m.

Meeting Agenda



1. Call to Order and Roll Call
2. Approve Agenda
3. Approve Minutes (August 13, 2003)
4. Public Opportunity to Speak
5. Announcements
6. Action Agenda
- a. Authorization to Negotiate New Out-of-School Contract
7. Information Agenda
- a. Cancellation of Jobs for California Graduates Out-of-School Contract
- b. Selection of New Provider for Out-of-School Program
- c. Jobs for California Graduates Contract Oversight
- d. Youth Opportunity Program Quarterly Report
8. Chair Comments/Roundtable/Future Agenda Items
9. Date/Time and Location of Next Meeting – December 10, 2003, 4:00 p.m., MCOE
10. Adjourn

Workforce Investment Board of Merced County

Youth Council

MCOE – Newbold/Clark Rooms

623 West 13th Street, Merced, CA

Wednesday, August 13, 2003, 4:00 p.m.

Meeting Minutes



MERCED COUNTY YOUTH COUNCIL

Members Present: Ana Andrade, Micki Archuleta, Bob Bittner, Mary Cavazos, Chuck Dean, Evelyn Eagleton, Rennise Ferrario, Laura Gongora, Alexander Hall, Jerry Johnson, Rebecca Lincoln, Richard Mahacek, Kristen Miller, Mayra Ramirez (Vice-Chair), Edgar Perez, Vann (Mike) Smith, Ralph Vigil

Members Absent: Claudia Corchado, Ben Duran, Robert Harmon, Kathy Hassett, Mary Jane Hawkes, Taide Hernandez, Charlie Lambert, Nellie McGarry (Chair), Jim Newberry, Rev. Craig E. White, Sr.

WI Staff Present: Dave Davis, Dee Knight

1. **Call to Order/Roll Call:** The Vice-Chair called the meeting to order at 4:27 p.m., and roll call was taken.
2. **Approve Agenda:** It was *M/S/C Dean/Hall* to approve the agenda as published.
3. **Approve Minutes:** It was *M/S/C Dean/Hall* to approve the May 14, 2003 minutes.
4. **Public Opportunity to Speak:** None.

5. Announcements:

a. Ms. Evelyn Eagleton announced “The Working Professional”, a yearbook put together by the students of the Youth Opportunity Program (YOP), has been completed and she provided everyone a copy. She also provided a copy of the YOP Customer Satisfaction Survey.

Ms. Eagleton noted she participated in the “Shopping Spree” last Saturday morning. She was assigned two very nice young men—one going to the 6th grade and one going to the 9th grade—who proved to be two very conscientious shoppers.

b. Mr. Chuck Dean announced the Jobs for California Graduates (JCG) brochure is available in English and Spanish, and members could pick up a copy off the back table

c. The Vice-Chair provided everyone a flyer announcing a celebration to kick off the initiation of a partnership between UC Merced and the surrounding communities, which is to take place on Sept 5, 2003, at 5:00 p.m., in the Merced College Amphitheatre. Refreshments will be provided.

d. Staff announced Mr. John Heading is the new Workforce Investment Board (WIB) Chair, and at the WIB meeting on September 11, 2003, in the Board of Realtors, 3:00-5:00 p.m., there will be a panel discussion on education in Merced County. Youth Council members were invited to attend and hear this informative panel.

6. Consent Agenda:

a. & b. Confirmation of Membership: It was *M/S/C Dean/Hall* to recommend to the WIB that Ms. Taide Hernandez and Ms. Kristen Miller be accepted as Youth Council members.

Ms. Micki Archuleta volunteered to be Ms. Hernandez’ mentor, and Mr. Jerry Johnson volunteered to be Ms. Millers’ mentor.

7. Information Agenda:

a. Update on Housing Authority Job Specialist (Out-of-School Contract): Mr. Dean apologized that the job was not done correctly, and there was no managerial oversight of the Job Specialist. He assured everyone the problems have been corrected, and the job will be properly done this contract year. Staff provided copies of the letter, dated August 13, 2003, sent to JCG along with JCG's response. Mr. Dean requested the Department of WI send JCG a letter stating specifically the concerns mentioned in the August 13, 2003 letter, last paragraph, 1st sentence.

b. Youth Opportunity Program Quarterly Report: Everyone received a copy of the quarterly report, and the MCOE staff was commended for a job well done.

c. Youth Opportunity Program Customer Survey: Everyone was provided a copy of the survey that is given to participants at the end of the program to measure their level of satisfaction. The results of the survey will be used to assess the level of services provided, and to make improvements if needed.

d. Youth Employment & Education Program Quarterly Report: Everyone received and reviewed a copy of the quarterly report for the Out-of-School Youth Program.

e. Area of High Concentration of WIA Eligible Youth: Staff noted they attended a meeting where the State identified and ranked Merced County as 5th in the top 10 areas of high concentration of eligible youth. There is no funding to alleviate this problem, but this fact can be used in grant applications and literature about the Youth Council.

f. California Workforce Association (CWA) 50 Stories for Youth: The CWA is developing an annual publication that will concentrate on youth. It will include major initiatives of Youth Councils, effective practices, outcomes, ways to enhance youth services, and personal success stories from each Local Workforce Investment Area.

8. Working Group Reports:

a. Contract Working Group: This group met with JCG on July 16, 2003 regarding the lack of performance of the Job Specialist placed at the Housing Authority. JCG was asked by the Working Group and the Department of WI to answer some specific questions regarding performance of the contract, which were discussed above in item 7.a. The Youth Council Contract Working Group and the Department will closely monitor this contract.

9. Chair Comments: The Vice-Chair asked if anyone had any agenda items for the next meeting. Mr. Jerry Johnson will possibly give an update of the Youth website. Mr. Johnson will notify everyone by e-mail if the website is up and running before the next meeting.

10. Other Comments: Staff noted the changes in the Youth Resource Directory are almost completed.

11. Date, Time and Location of Next Youth Council Meeting: Next meeting is October 8, 2003, in the MCOE Newbold/Clark Conference Rooms, 623 W. 13th Street, Merced, at 4:00 p.m.

12. Adjourn: It was *M/S/C Hall/Dean* to adjourn the meeting at 5:05 p.m.

Minutes prepared by Devilla D. Knight

TO: Youth Council

DATE: 10/08/03

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Contract Negotiations for New Out-of-School Youth Program

PROPOSED MOTION(S): The Youth Council authorize the Contract Working Group to negotiate the new out-of-school contract and forward same to the Workforce Investment Board (WIB) for approval.

DISCUSSION: On September 19, 2003, the contract to provide out-of-school youth services was canceled by Jobs for California Graduates-Merced County, Inc. On September 29, 2003, the WIB Executive Committee requested the past partners of the older youth program convene to choose a lead agency to be contracted with. On October 1, 2003, the partners met but did not make a final decision. When that decision is finalized, it will be approved by the WIB. Contract negotiations need to begin immediately. The process requires Youth Council oversight. To expedite the process and restore out-of-school services will require immediate intervention. That oversight can be achieved by using the Youth Council's Contract Working Group to negotiate the new out-of-school contract.

Once the partners have chosen a lead agency, the next normal administrative path would be Youth Council approval. The need for immediate program restoration will not allow this delay. The Youth Council will next meet on December 10, 2003. The WIB will next meet November 13, 2003. The WIB Executive Committee will meet October 27, 2003. The Executive Committee is empowered to make decisions for the WIB when exigencies exist that require immediate action. The Executive Committee will be asked to approve the new provider during its next meeting.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 10/08/03

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Cancellation of Jobs for California Graduates Out-of-School Contract

PROPOSAL: Information Only

DISCUSSION: Merced County has contracted for WIA youth services with Jobs for California Graduates (JCG)-Merced County, Inc. since April 1, 2002. On September 19, 2003, the JCG Board of Directors dissolved the corporation, and JCG ceased all program operations concerning the Out-of-School Youth Program.

A letter from JCG formally terminating the contract arrived at the Department of Workforce Investment on September 24, 2003. The contract was abrogated effective September 19, 2003, when JCG no longer existed.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 10/08/03

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Selection of New Provider for Out-of-School Program

PROPOSED MOTION(S): Information Only

DISCUSSION: The closure of Jobs for California Graduates–Merced County, Inc. has left Merced County with no out-of-school youth program contractor. The subcontractors have expressed a desire to continue the program.

The Workforce Investment Board (WIB) Finance Committee, during its September 24, 2003 meeting, voted to request the Executive Committee bring the subcontractors together and have them choose among themselves a partner to become the lead agency. The Executive Committee also recommended that sole source contracting be used to expedite the process. The Board of Supervisors (BOS) is scheduled to take action on this request October 7, 2003. Once that approval is achieved, the contract will be negotiated with the chosen partner, and approved by the WIB and BOS. Once the program is reestablished, then a Request for Proposal for next year's program can be prepared.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 10/08/03

FROM: Youth Council Staff

For Action (Possible)

For Information

For Discussion

SUBJECT: Jobs for California Graduates-Merced County, Inc. Contract Oversight

PROPOSED MOTION(S): Information Only

DISCUSSION: Since April 1, 2002, Jobs for California Graduates (JCG)-Merced County, Inc. has had a contract with Merced County to provide WIA services to out-of-school youth, ages 17-21. Beginning in May 2003, the Youth Council began looking into the contract performance of JCG. More recently, the contractor's fiscal performance was questioned by members of the Workforce Investment Board (WIB). On September 19, 2003, without any prior notification, JCG's Board of Directors dissolved the corporation, sold their assets the following day and ceased operations for Jobs for California Graduates-Merced County, Inc.

The attached JCG Events Log delineates actions taken by the Youth Council, the WIB, and staff prior to and after the dissolution.

The future focus in this matter should be on serving youth, reestablishing a sound out-of-school program, and improving internal processes.

ATTACHMENT(S): JCG Events Log

JCG EVENTS LOG

- 5/16/03 Outbrief from EDD stating Single Audit late for JCG and expected to be completed in 7/03.
- 6/9/03 E-mail from Housing Authority received requesting meeting to discuss replacing the JCG Job Specialist.
- 7/16/03 Contract Working Group met with JCG to discuss:
a. Housing representative
b. Sources of enrollees
- 7/30/03 Letter from Director, Dept of Workforce Investment, to JCG requesting status of out-of-school program, single audit, housing job specialist, spending levels, monitoring report answer, list of enrollees and their recruitment sources. Deadline back Aug 11, 2003.
- 8/6/03 Received e-mail describing progress in resolving Housing Authority Job Specialist hiring.
- 8/11/03 Received letter from JCG. Revealed:
a. Single audit had never been started until Aug 6, 2003. We had been continually told it was in progress for over a year.
b. Housing Authority Specialist still has not been hired.
c. JCG is creating a website through local On-Target.
- 8/13/03 Discover that checks have been sent to Golden State Communications, dated 8/11/03 for the website. Golden State Communications is located outside of Merced County. See 8/11/03 entry above.
- 8/13/03 JCG letter to Director presented to Youth Council.
- 8/22/03 WI received supplemental invoice for 2002/2003 from JCG for \$219,000.
- 8/25/03 JCG contract status update presented to WIB Executive Committee.
- 8/28/03 Received call from Merced Lao Family inquiring about nonpayment of 3 invoices totaling \$16,934.34 to JCG. Checked WI invoices and found we had been invoiced by JCG and had paid invoices in May and June totaling \$11,077.
- 8/29/03 WI identified 10 clients who had invoices in the supplemental invoice. Those clients were contacted. Calls revealed that checks to clients had not been received by them until 2 weeks after the date on the checks.

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JCG EVENTS LOG

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- 9/2/03 Held joint meeting with JCG, Dept of WI and two key members of the Youth Council. Meeting resulted in the following:
- a. Training to be provided by WI in invoicing and budget modification procedures.
 - b. JCG would send Irene Ayers and one other person to EDD Fiscal training to be conducted in Fresno, Sept 17, 2003.
 - c. A contract amendment is to be accomplished to have WI pay 1/24 of salaries and benefits early each pay period and make direct payment of stipends and work experience.
 - d. JCG stated the following in the meeting:
 - 1) EDD was now doing all work experience for the Out-of-School Program.
 - 2) JCG would be at all future WIB meetings to answer any questions that might arise.
 - 3) Checks are paid to subcontractors on the same day as invoices are sent to WI.
- 9/4/03 Merced College approached WI for help in contacting JCG. Karyn Weins stated she last had contact with JCG on August 6. Visited the college the next day and found they also had outstanding invoices with JCG. WI records show 7 invoices had been paid by WI to JCG, but JCG had not paid the College \$10,576.
- 9/4/03 Called MCOE to inquire if they had back invoices which had not been paid. Debbie DiGorgio confirmed approximately \$20,500 was outstanding. Investigation at WI revealed that JCG had invoiced WI for payment of \$20,969.89, and had included photocopies of all checks. WI paid \$7,200 to JCG, which has not yet been paid to MCOE.
- 9/5/03 Received a phone call from Holly Newlon, MCOE/ROP Director. She stated that an out-of-school youth, in paid work experience and assigned to MCOE, had not received her paycheck from JCG the week before as was scheduled by JCG. Holly requested that WI get involved. Dave Davis called JCG and they said check was being signed as we spoke and would be hand-delivered to the youth that afternoon. WI monitored and check was delivered at 4:45 p.m. The explanation for the late check was that the pay dates had been changed some time back, and the young woman had not received word.
- 9/5/03 Contacted Bob Bittner, Director EDD, to inquire if his organization was doing all paid work experience for the out-of-school contract as no contract modification had been received by WI. Bob stated JCG had discussed the possibility but no decision had been made. He further indicated that there was not enough money in the contract for EDD to handle work experience without a budget modification.

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JCG Events Log

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- 9/11/03 WIB meeting. Questions about JCG contract performance were asked by 2 WIB members. JCG did not attend the meeting. Ernie Flores requested a full financial audit of JCG.
- 9/15/03 Contacted Central Valley Opportunity Center to inquire about JCG invoicing. Individual contacted had missed work because of sickness and requested we call again the next day.
- 9/15/03 Visited JCG with WI Fiscal representatives. Gave training and documentation concerning invoicing and budget modification procedures.
- Were informed that Irene Ayers would not attend state fiscal training as she had previously indicated. Chuck Dean and Pat Ayers would be attending.
- 9/16/03 Recalled CVOC. Were informed that \$15,000+ in back invoices existed for JCG. Further investigation showed that WI had been invoiced by JCG for \$10,080 for CVOC services, which they had not paid to CVOC. WI had paid to JCG \$2,831.67 of the \$10,080.
- 9/17/03 Youth Council Contract Working Group meeting – JCG contract update. Working Group decided to wait for WI’s meeting with County Counsel before taking further action. Group wants an immediate meeting with JCG Board of Directors to discuss the concerns with the administration of the contract.
- 9/18/03. Meeting with County Counsel and County Auditor-Controller. Auditor requested material and has taken control of the fiscal research.
- 9/19/03 Auditor presented letter to JCG requesting additional fiscal documentation and is setting up meetings and reporting requirements.
- Received phone call from Community Action Agency (CAA) Deputy Director about abnormal happenings at JCG all week. WI notified the Auditor.
- 9/19/03 WI received phone call that night from Nellie McGarry informing Dave Davis that JCG had closed down. Nellie had received a call from JCG Board President. JCG personnel had been told of the shutdown that afternoon at a 4:00 p.m. meeting.
- 9/20/03 WI notified the County CEO.

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JCG Events Log

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9/22/03 Received phone call from CAA, tenants in the JCG building, that all WI equipment was missing from the building. Joanne Presnell and Dave Davis went to JCG to verify. Ron Kinchloe, County Auditor, was present when they arrived. WI equipment was not visible in the building, which was verified, and Mr. Kinchloe called the Sheriff's Department for support. JCG personnel arrived shortly after and unlocked rooms, and the equipment was found to have been secured.

Ms. Irene Ayers was questioned about what was going on and she acknowledged that JCG was out of business, and explained that she had not had time to notify her contractor nor her subcontractors.

Three WI personnel collected the out-of-school client records that afternoon and returned them to WI. WIA property is secured in the building.

9/23/03 Received faxes from subcontractors confirming nonreceipt of payments for invoices to JCG—CVOC, Merced Lao Family, and Community Action Agency.

9/23/03 Meeting with JCG Director, Asst Director, Board President & Vice President, Director of Workforce Investment, Chair of the Youth Council and representative of Public Works (County Auditor had been scheduled for the meeting but was not present). Learned that the Board had formally been dissolved on Friday, Sep 19, 2003, and had appointed Irene Ayers as fiduciary to close out the organization.

9/23/03 4:00 p.m.: Informational meeting of WIB Executive Committee to explain situation.

9/24/03 7:30 a.m.: Meeting of WIB Finance Committee. Suggestions made concerning program restoration to be brought to WIB Executive Committee.

WIB Executive Committee meeting scheduled for Monday, Sep 29, 2003.

9/25/03 Meeting with WI Director, Program Manager, County Auditor and County Counsel to continue planning for program restoration.

9/25/03 WIB Executive Committee meeting. Sole Source procurement method recommended. Partners to be convened October 1, 2003, to decide lead agency for further contracting.

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.