

**Merced County Workforce Investment Board
Youth Council**



**Merced County Office of Education, Newbold Room
632 W. 13th Street, Merced, CA 95340
October 8, 2008 – 4:00 to 5:30 p.m.**

Meeting Agenda

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

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1. Call to Order and Roll Call
 2. Approve Agenda
 3. Approve Minutes (August 19, 2008)
 4. Public Opportunity to Speak
 5. Announcements.....
 6. Action Agenda
 - a. Youth Programs Funding Levels Alfredo Mendoza
 - b. Amendment to In-School Youth Contract..... Alfredo Mendoza
 - c. Amendment to Out-of-School Youth Contract..... Alfredo Mendoza
 - d. Youth Council Membership – Patricia Evans..... Alfredo Mendoza
 7. Discussion.....
 - a. YOP Quarterly Report (Apr-Jun)..... Rebecca Rodriguez
 - b. Empower Quarterly Report (Apr-Jun)..... Rebecca Rodriguez
 8. Presentation.....
 - a. Video: A Vision of Students Today (5 minutes)
 - b. Merced County Office of Education..... Lee Anderson
 9. Information Agenda.....
 - a. CWA Youth Conference..... Alfredo Mendoza
 10. Chair Comments/Roundtable/Future Agenda Items.....
 11. Date/Time and Location of Next Meeting –November 12, 2008, 4:00 p.m., Merced County Office of Education, 632 W 13th Street, Newbold Room, Merced, CA
 12. Adjourn

Workforce Investment Board of Merced County

Youth Council

Employment Development Department, Half-Dome Rm.

1205 West 18th Street, Merced

Tuesday, August 19, 2008 – 11:00 a.m.

Meeting Minutes



MERCED COUNTY YOUTH COUNCIL

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

Members Present: Bob Bittner, Stephanie Busbea, Claudia Corchado (Vice Chair), Martha Dueñas Alexander Hall, Kathy Hassett, Mary Jane Hawkes, Stefani Martinez, Holly Newlon, Rick Osorio, Edgar Perez, Rebecca Rodriguez-Lincoln, Nancy A. Silva, Vann (Mike) Smith

Members Absent: Rennise Ferrario (Chair), Taide Hernandez, Wendy Lomeli, Richard Mahacek, Deloris Sharp, Nancy Vega-Mendoza

Others Present: Andrea Baker, Eldonna Caudill, Patricia Evans, Patricia Hinson, Kathy Poage, Samuel Rangel

1. Call to Order/Roll Call: The Vice Chair called the meeting to order at 11:18 a.m. Roll call was taken.

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

3. Approve Minutes: *It was M/S/C Smith/Bittner* to approve the July 9, 2008 minutes.

4. Public Opportunity to Speak: Ms. Patricia Evans, Human Services Agency (HSA) attended the meeting and informed members that HSA is starting its Independent Living Program for foster youth between the ages of 16 to 21. The first workshop will be tonight. She introduced Ms. Kathy Poage as the new program coordinator.

5. Announcements: Mr. Bob Bittner noted two students who assisted with the Youth Employment Opportunity Program were laid off due to the State budget.

6. Presentation:

a) YOP at Housing Authority: Ms. Stephanie Busbea gave a PowerPoint presentation which she noted was prepared by a Youth Opportunity Program student. The Housing Authority has been providing services to Merced County residents since 1942, with affordable housing to low and very low income families in the County.

Mission Statement: The Housing Authority of the County of Merced offers affordable housing opportunities to the community by providing access to a variety of services and programs to promote self-sufficiency and to enhance the quality of life for those who are served. Strive to provide housing assistance, training, education, and home ownership opportunities by participating in the acquisition, development and operation of affordable housing through the utilization of various funding sources and partnerships that build pride and responsibilities in our residents. We are committed to give the clients and each other courtesy, respect and quality customer care.

Public housing units:	450 Countywide
Housing choice vouchers:	2,705 Countywide

Migrant units:	158 units and 49 units at the Planada Village
Valley View Homes	73 units
Total	3, 439 assisting housing units

The Obanion Learning Center: The Obanion Learning Center is located in an area of high unemployment and limited access to training programs. The Center provides affordable office space to small businesses and non profit organizations. Following are other offices located within the center: Golden Valley Health Center, Central California Child Development services, Merced County Office of Education, Women Infants & Children (WIC), a small branch of Merced County Library. Housing Services and Resident Services Departments, and free after school programs. All services are free to the public.

b) New Hope Merced: Mr. Samuel Rangel gave a PowerPoint presentation regarding New Hope Merced. A program for young men involved in gang activities or at-risk of joining a gang. Following are some of the goals:

- Bring young men into a mentoring relationship with positive role models;
- Employ young men allowing them to earn ‘clean money’;
- Change young men’s lives in a fundamental way.

To be part of New Hope Merced participants must be 16 to 24 years of age, and be a resident of the Merced/Atwater area. The young men must be looking for a way out of the gang environment, have gang affiliation, or be at-risk of joining a gang.

Some skills taught to the young men are responsibility, good work ethics and anger recognition awareness. Counseling services are available.

The future vision of New Hope Merced is to add more counselors, bring more youth into positive relationships with New Hope mentors, and to provide additional avenues for at-risk youth in obtaining employment.

c) Tulare County WEX & Website Development: Ms. Eldonna Caudill gave a Power Point presentation on the Tulare County Youth Transitions Program. Tulare County wanted to have a program that would assist youth in transitioning to adult roles and responsibilities and also meet the demands of employers and foster youth. Ms. Caudill discussed the following topics:

- Issues faced by many vulnerable youth transitioning to adult roles and responsibilities,
- Beating the odds,
- Program partners, Evolution, and Goals,
- Initial services and Case Management,
- Workshops,
- Job Placement,
- Educational services
- Support, leadership, and retention,
- Outcomes, and Lessons Learned

7. Information Agenda:

a. College Track (San Jose Unified): At the July meeting, staff was asked to provide information on a Bay Area project that places every high school student on the ‘college track’. Staff gave

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members a copy of the San Jose Unified School District's implementation of a college-ready curriculum. Members would like to invite Mr. Lee Andersen, Superintendent of Merced County Office of Education, to provide information about the Merced County school system. Staff will check the availability of Mr. Andersen.

8. Chair Comments/Roundtable/Future Agenda Item: The Vice Chair thanked everyone for attending the meeting, and would like to see the following presentation on the September Agenda: Workforce Investment Board Youth Council, an up-to-date presentation on how the Youth Council is performing. Who is part of it? Who are the partners? What has been accomplished? What are the future goals.

9. Date, Time and Location of Next Youth Council Meeting: September 10, 2008, 4:00 p.m., Merced County Office of Education, Newbold Room, 632 W 13th Street, Merced.

12. Adjourn: The meeting adjourned at 2:05 p.m.

Meeting minutes prepared by Patricia Hinson.

TO: Youth Council

DATE: 10/08/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Programs Funding Levels

PROPOSED MOTION(S): That the Youth Council recommend to the Workforce Investment Board the youth program funding levels for PY 2009/10 at 50% Younger and 50% Older.

DISCUSSION: The Employment and Training Administration (ETA) of the US Department of Labor (DOL) has placed an emphasis on serving out-of-school youth.

Across the nation, youth programs are beginning to shift from in-school to out-of-school. The following are examples:

- **Macomb/St. Clair Workforce Development Board** **May 2004**
 - "...last year's budget, was initially divided into a 50/50 split. Once again, priority will be focused on identifying and attracting out-of-school back into the program."
- **Workforce Tulsa** **March 2005**
 - "Original RFP Recommendation for WIA Youth Programs, item 3 is Resource split 50/50, In-School/Out-of-School.
- **Kentucky Workforce Investment Board** **August 2003**
 - Discussion at board meeting included, "Probably 50/50 youth split for in and out of school.
- **Cape & Islands Workforce Investment Board**
 - The Cape & Islands WIB supports the changes in the funding ratios that the House proposed which caps at 30 percent for youth formula funding for in-school youth" and the Senate bill "caps at 60 percent" for out-of-school youth in H.R. 1261.
- **Coalition** **February 2007**
 - National Association of Counties (NACo), National Association of Workforce Boards (NAWB), the United States Conference of Mayors (USCM), the National Workforce Association (NWA) and USA Works recognizes as a Coalition, that a compromise of 50% in-school/ 50% out-of-school youth is possible, and would support such a funding split.
- **Utah State Youth Council** **October 2005**
 - Utah is requiring a higher percentage spent on out-of-school youth, a 50/50 split. The minutes continue emphasizing that regional youth councils need to encourage providers to increase spending on out-of-

school youth and achieve 50% expenditure level for out-of-school youth.

- **Northeast Missouri Workforce Investment Board May 2006**
 - **...the Department of Labor's expectations and vision have changed and they want to serve more out-of-school youth. Therefore, in the Program Year 2006 RFP, we adopted a 50-50 funding split between the in-school and out-of-school youth programs to address the issue.**

Training Employment and Guidance Notice No. 3-04

- **"To inform states and local areas of ETA's new strategic vision to serve out-of-school and at-risk youth under the Workforce Investment Act.**

Training Employment and Guidance Letter 28-05

- **"To inform states and local areas of the *expansion* of ETA's strategic vision to serve out-of-school and our most at-risk youth.**

Currently the in-school and out-of-school funding level is divided at 60/40, respectively. In order to plan ahead and stay in tune with the DOL's vision, consideration should be given to increase the percentage of out-of-school youth, a 50/50 split is recommended for PY 2009/10. At times in the past, the Youth Council has not approved moving to a 50/50 funding level due to a large number of younger youth not being able to be fully served. Currently this is no longer an issue, and this is the appropriate time to change the split in funding. The number of younger youth being served has decreased to the point that the impact will be sustainable.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: 10/08/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Amendment to In-School Youth Contract

PROPOSED MOTION(S): The Youth Council recommends to the Workforce Investment Board the addition of \$98,016 carryover funds to the 2008/09 In-School Youth contract and forward to the Board of Supervisors for approval.

DISCUSSION: All invoices have been received for PY 2007/08 contracts. The Youth Council awarded Merced County Office of Education (MCOE)/ROP its current Youth contracts beginning July 1, 2008.

The Youth Council has voted to fund the current programs at a 60% younger youth and 40% out-of-school youth. It is recommended that carryover funding be combined and distributed evenly to both youth contracts. The youth programs need the carryover dollars to serve their clients. The addition of these dollars will increase the In-School Youth Contract No. 2008148 with Merced County Office of Education to \$817,388.00.

ATTACHMENTS: N/A

TO: Youth Council

DATE: 10/08/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Amendment to Out-of-School Youth Contract

PROPOSED MOTION(S): The Youth Council recommend to the Workforce Investment Board the addition of \$98,016 carryover funds to the 2008/09 Out-of-School Youth contract, and forward to the Board of Supervisors for approval.

DISCUSSION: All invoices have been received for 2007/08 contracts. The Youth Council awarded Merced County Office of Education (MCOE)/ROP its current Youth contracts beginning July 1, 2008. It is recommended that carryover funding be combined and distributed evenly to both youth contracts. The youth programs need the carryover dollars to serve their clients. The addition of these dollars will increase the Out-of-School Youth Contract No. 2008149 to \$577,597.00.

ATTACHMENTS: N/A

TO: Youth Council

DATE: 10/08/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Council Membership

PROPOSED MOTION(S): The Youth Council approve Ms. Patricia Evans, Program Administrator, Human Services Agency, for membership on the Youth Council, and forward recommendation to the Workforce Investment Board.

DISCUSSION: Ms. Evans applied for membership on the Youth Council. Ms. Evans has served as the Chairperson to California's Independent Living Program Redesign Committee and on the California home-team for the National Governor's Association Policy Academy on Services for Transitional-Aged Youth. Currently Ms. Evans sits on the Statewide Leadership team for the Independent Living Program Breakthrough Series Collaborative.

ATTACHMENT(S):

Application will be available at the meeting.

To: **Alfredo Mendoza:** Staff Services Analyst, Department of Workforce Investment
From: **Rebecca Lincoln:** Career Educator
Re: **Merced County Youth Council Quarterly Report-** Younger Youth Program
Date: **September 08:** 4th quarter report for April, May and June' 08

A. Overall status of the program:

There were 161 active participants in the Youth Opportunity Program (YOP) at the end of the fourth quarter; to include thirteen (13) new enrollments and five exits. The YOP Mentors 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) **The YOP summer employment** component began on June 09 2007; approximately seventy-five participants worked this summer with local employers and agencies. The Mentors met with site supervisors to develop training plans for the participants who worked up to 32 hours per week. *The YOP Summer 2008 workshop*; an 18 hours course was facilitated to all the participants in three-hour per week segments through-out the six-week summer component. The summer curriculum included: individual career assessments, job search and participants created an employability portfolio. The portfolio included an updated résumé, cover letter and reference letters. The summer workshop had a financial literacy component where participants learned how to make a household budget; open a checking account and facts about good credit versus bad credit.

2) **YOP Success Story**



Future UC Davis Alumnus

Griselda Barajas enrolled in YOP in January 2005. When Griselda first joined Youth Opportunity Program she was a very shy and timid freshman at Merced High School. Throughout her high school years she proved herself to be a strong, energetic, and ambitious young woman. She always participated in YOP events and meetings, guaranteeing her a spot in summer work experience. Griselda had the opportunity to work at Mercy Medical Center of Merced during her sophomore and junior year. Her work experience at

Mercy Hospital contributed to her decision on a future career in the medical field. Griselda will attend UC Davis in the fall; first generation in her family to attend college.

3. YOP Success Story: Priscilla Heredia



Priscilla Heredia graduated from Dos Palos High School on June 6, 2008. She was enrolled in the Youth Opportunity Program since April 2005. Priscilla was very active in California Scholarship Federation, Friday Night Live Mentoring program and the Bronco Buddy (reading to younger youth) High School programs. Priscilla loved to give back to her community by volunteering for the “Coats for Kids”, *Boo Grams*, and ` Fundraisers. She spoke on numerous occasions on the Dos Palos Public Radio station, where youth issues were discussed with the community. Priscilla also volunteered at Camp Green Meadows and the “*Youth to Youth*” Conference as a group leader and counselor. In the past two summers, Priscilla’s work experience was at *Warren’s Auto Body* in Dos Palos, as an office clerk where she obtained various secretarial skills. Linda, her job site supervisor, said that she was an outstanding employee.

Priscilla won numerous awards from both Merced County ROP and Dos Palos High School, to include the Department Award from the Lab Science. She also received excellent grades and was accepted to California State University at Chico on a full four year scholarship. Priscilla would like to thank the Youth Opportunity Program for giving her the opportunity to gain the needed employability skills and work experience that will help her to accomplish her goals of becoming a teacher.

4) YOP Success Story: Trinidad Rodriguez



Trinidad Rodriguez is a senior at Le Grand High School and has been a member of the YOP Program since he was in 9th grade. During the summer of 2008, he requested to be placed at “Best Buy” for his work experience training. The manager at “Best Buy “ was so impressed with Trinidad that he hired him after his 192 hours were completed. Trinidad will graduate in June 2009 and then plans to take business classes at Merced College in the fall. Trinidad is interested in owning his own business someday.

5. YOP Success Story- Staci Clemons



Staci Clemons was enrolled into the Youth Opportunity Program from September 22, 2004 to September 2006. Staci loved and appreciated all that she learned from the Youth Opportunity Program workshops. She not only was assisted with developing her job skills, but YOP gave her a place where she could put those skills to work. Her first year on the program, she worked in retail where she learned how to deal with customers and how to keep the store neat and clean. In her second year, she was an office assistant at Los Banos Valley High School, where she learned a variety of office skills. Staci claims that her mentor gave her the needed training and experience to prepare her for her future.

Staci is currently attending Healds College in Fresno, where she is pursuing her Associates in Applied Science in Business with an emphasis on Legal Assisting and plans to graduate in April of 2009.

C. Past quarter deficiencies:

D. Past quarter recruiting/marketing efforts:

Recruiting efforts for YOP are limited in the fourth quarter. The contract specified that as participants exit, new participants will be enrolled in the following quarter after exits, upon availability of funds.

E. Next quarter challenges:

F. Technical assistance needed: WIA Common Measures Training is scheduled on August 20, 2008 at the Merced County Office of Education campus.

To: **Alfredo Mendoza:** Staff Services Analyst, Department of Workforce Investment
From: **Rebecca Lincoln:** Career Educator
Re: **Merced County Youth Council Quarterly Report:** EMPOWER Program
Date: **September 2008:** 4th quarter report for April, May & June '08

A. Overall Status of the Program:

Fifteen new participants were enrolled and **eleven** exited from the EMPOWER Program in the fourth quarter. This brings the total to 161 active EMPOWER participants and 98 participants in Phase II (follow-up). 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.

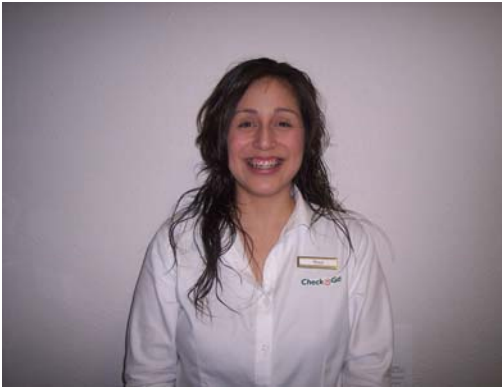
B. Past Quarter Highlights:

- 1) **EMPOWER Workshops:** are provided on an every other month basis. The following is an accounting of workshops offered and number attended:
 - a. **EMPOWER Orientation:** held on Friday on May 8th with 40 youth in attendance;
 - b. **EMPOWER Workshop I:** '*Gettin' Ready for the Job*' held on Friday, May 18th had twenty-four in attendance;
 - c. **EMPOWER Workshop II:** '*The Real Game California*' was conducted in three sessions on May 19, 21, & 23 with an average of 20 in attendance per session;
 - d. **EMPOWER Workshop III:** '*Gettin' a Job*' was conducted in three sessions on May 27, 26 and 30 with an average attendance of 15 per session.

- 2) **Bldg K-Computer Lab:** EMPOWER participants use the computer lab daily to work on resumes, 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 track the number of participants using the computer on a daily basis.

- 3) **ROP Marketing Working Professional Curriculum** revisions and updates were approved by a local advisory committee meeting on April 24, 2008. The EMPOWER staff presented a new YOP/ EMPOWER Business Brochure to be used with our business and community partners, a Labor Market Survey report, the Western Association of Schools and Colleges (WASC) updates; as well as a 4-step lesson plan on Financial Literacy.

4. EMPOWER Success Story:

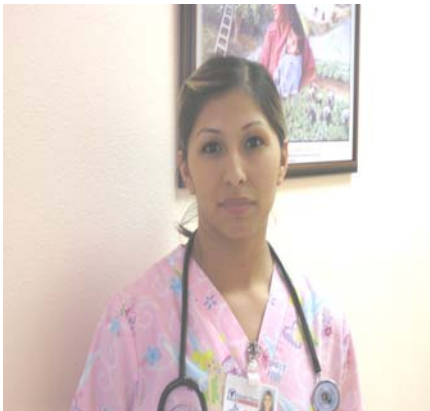


Rosa Maria Jimenez, a 21 year old EMPOWER participant, enrolled in the Empower program on April 4, 2006. Rosa remembers being a high school graduate without a plan. Rosa heard about the EMPOWER program at the Los Banos WorkNet and was invited to an EMPOWER orientation workshop. Rosa attended the orientation; she decided that the Empower program

was just what she was looking for to help meet her goals. Rosa met with the EMPOWER advisor to discuss interests and career choices. She was interested in working in an office environment, but had no office experience. She was placed at Valley Community School as her work experience site. There she gained the office skills and experience that enabled her to be placed at Merced County Office of Education with Mae Pierini in a temporary position; she now had a total of six months experience in an office setting.

Rosa applied for a customer service representative position with 'Check- N- Go', when her work experience was complete. Rosa then was offered a part-time position which eventually turned into full time; within two months Rosa was promoted to manager.

5. EMPOWER Success Story:



Yesenia Machuca enrolled into Empower in November 2005; she had a two-year old child and no work experience or skills. She worked with her advisor on setting her career goals that included some exploration and job shadowing. This led Yesenia to make a decision to enroll into the Medical Assistant Program offered through Merced College. She worked very hard and completed the Medical Assistant program in November 2006.

After completing the program, Yesenia took a break and had her second baby. In March 2008, Yesenia contacted her advisor, Toulou Moua and asked if she can be put on work experience. Toulou placed her at Le Grand Golden Valley Health Center for work experience and training. Yesenia was a quick learner and her outgoing personality was a great fit for the staff in Le Grand. After she completed her 192 hours of training, she was offered a full-time position as a Medical Assistant in June 2008. Yesenia is currently working between the Le Grand and the Planada Golden Valley Health Centers.

C. Past Quarter Deficiencies: none

D. Past Quarter Recruiting and Marketing efforts:

Recruiting efforts for EMPOWER are limited. The contract specified that as participants exit, new participants will be enrolled in the following quarter after exits, upon availability of funds.

E. Next Quarter Challenges: none

F. Technical assistance needed: WIA Common Measures Training is scheduled on August 20, on the Merced County Office of Education campus.

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

Numerous referrals were made to agencies to assist with food, clothing, housing, college books, and transportation.

The EMPOWER Advisors and Employment & Training Specialist from The Human Services Agency (H.S.A) are communicating and collaborating to provide support services to ensure success for each participant enrolled in both programs, EMPOWER and Welfare-to-Work.

TO: Youth Council

DATE: 10/08/08

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: CWA Youth Conference

PROPOSED MOTION(S): For Information Only.

DISCUSSION: The California Workforce Association Annual Youth Conference will be held January 20-22, 2009. The conference will be held in Long Beach, CA. The Youth Council has funding to send two (2) individuals to the conference. These individuals will be expected to present back to the Youth Council concerning their experiences while at the conference, and share the information from the workshops they attend.

ATTACHMENT(S): N/A