

Workforce Investment Board
Youth Council Meeting
UC Cooperative Extension, 2145 Wardrobe Avenue, Merced, CA
October 12, 2001, 9:00 a.m.
Meeting Minutes

Members Present: Barbara Ayers, Bob Bittner, Suzannah Campbell, Claudia Corchado, Renisse Ferrario, Troy Fox, Kathy Hassett, Mary Jane Hawkes, Jerry Johnson, Cynthia Kelly-Reponte, Jeff Knapp, Rebecca Lincoln, Noah P. Lor, Richard Mahacek, Nellie McGarry (Chair), Jim Newberry, Mayra Ramirez, Mike Smith, Ralph Vigil, Jean Weaver, Rev. Craig E. White, Sr.

Members Absent: Lorena Briano, Mary Cavazos, Daryl Dupree, Evelyn Eagleton, Robert Gilbert Jr., Robert Harmon, Henry Idefonzo, Charlie Lambert, Steve Lundgren, Marie Nelson, Suzanne Nuñez, Jack Page, Michael Parker

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

Others Present: Muriel Baskerville-Smith, Chuck Dean, Michelle Ellis, Charles Jameson, Holly Newlon

1. **Call to Order/Roll Call** – The Chair called the meeting to order at 9:11 a.m. and roll call was taken.
2. **Approval of Agenda** – It was *M/S/C Vigil/Bittner* to approve the agenda as published.
3. **Approval of Minutes** – It was *M/S/C Bittner/Ayers* to approve the 09/14/01 minutes.
4. **Public Opportunity to Speak** – Charles Jameson introduced himself as the Vice-President of ARBOR Inc. He provided copies of ARBOR Inc.'s progress report on the older youth program, and stated that although they are having problems enrolling older youth into the program, they have been making a sincere effort to recruit older youth. The report summarizes ARBOR Inc.'s activities through the end of September 2001, and lists various recommendations for improving enrollment including that consideration be given to modifying the standing contract.
5. **Announcements:**
 - a. Ralph Vigil announced the Youth Council Institute has been formed and they have hired California Workforce Association (CWA) and New Ways to Work as their facilitators. (The meeting calendar through the end of this year may be found in the PITD Youth Council website or contact Nellie McGarry for a copy.
 - b. Mayra Ramirez announced she is returning to Washington, DC on 11/2-4/01 to complete the second issue of the youth magazine. She will provide Youth Council members with a copy of the first issue when it becomes available.
 - c. Richard Mahacek provided members with applications for the Merced 4-H "National Conversation on Youth Development for the 21st Century" to take place in every county, statewide. The conversations have been scheduled for 11/13/01 from 6:00 to 9:00 p.m., in the Merced area. The planning committee is looking for facilitators that will provide

discussions to small groups during the breakout sessions. Contact Richard at 385-7418 if you are interested or would like more information.

6. Action Agenda:

- a. **Approval of PITD Renegotiation Proposal, Older Youth Contract** – It was *M/S/C Hassett/Ayers, Abstain – Kelly-Reponte* to concur with the Operations Committee’s renegotiation counter proposal with ARBOR, Inc. to deobligate \$862,722 from the current \$1,855,233 and reduce the number of youth enrollments from 500 to 175, and to recommend to the Workforce Investment Board (WIB) that the counter proposal be presented to ARBOR, Inc.
- b. **Concur to Let RFP for Second Older Youth Provider** –It was *M/S/C Hassett/Vigil, Abstain – Kelly-Reponte* to recommend to the WIB to approve a new RFP for a second older youth program provider, and that the WIB request the Board of Supervisors (BOS) authorize General Services to let the RFP as soon as possible.
- c. **Approve New Youth Council Budget** – Members were provided a copy of the Youth Council Budget for FY 2001/02. It was *M/S/C Ayers/Vigil* to approve the Youth Council Budget for FY 2001/02 with the addition of an encumbered line and an explanation of the administrative costs.
- d. **Ratify the Funds Request Process** – Members were provided a Funds Request Packet that included the following:
 - 1) A flow chart of the Request for Funding process,
 - 2) A Youth Program Design Components worksheet, and
 - 3) A Letter to interested requestors.

It was *M/S/C Hassett/Bittner* to accept the operation Committee’s Funds Request packet.

- e. **Approve Funds to Print Needs Assessment Survey** – It was *M/S/C Johnson/Hassett* to approve \$5,700 to fund the printing of 100 copies of the Needs Assessment Survey in color. Fifty black and white copies of the survey will be provided in-house for no additional cost. From the colored copies, some will be made available to the high schools that participated in the survey and to WIB members who need to use it for public speaking engagements and presentations. To save money on printing costs, it was recommended it be made available to others on CD-ROMs, at the price of the CDs.
- f. **Approve Agenda and Dates for Youth Conference** – It was *M/S/C Johnson/Corchado* to approve the agenda for the proposed 2002 Youth Council hosted conference.
- g. **Approve Youth Council Membership:**
 - 1) It was *M/S/C Ayers/Bittner* to accept Chuck Dean’s application for Youth Council membership and recommend approval to the WIB and the BOS.
 - 2) It was *M/S/C Hassett/Ramirez* to accept Micki Archuleta’s application for Youth Council membership and recommend approval to the WIB and the BOS.

- h. Approve Leadership Message** – During its last meeting, the Leadership/Marketing Committee selected “Today’s Youth ... Tomorrow’s Leaders” as the youth leadership message. It was *M/S/C Vigil/White* to ratify the proposed leadership message and replace the Youth Council’s current vision statement “Every Youth A Success” with the new leadership message as the new Youth Council’s vision statement.
- i. Select Date for Youth Council Retreat** – It was *M/S/C Vigil/Bittner* to choose 11/17/01 as the retreat, and as the next Youth Council meeting date. It is expected the retreat will be held at the Private Industry Training Department’s large conference room. Members will be notified when all arrangements have been finalized.

7. Committee Chair Reports:

- a. Operations Committee (Kathy Hassett)** – All information was provided and discussed above.
- b. Leadership/Marketing Committee (Claudia Corchado)** – The committee is working on prioritizing its goals and objectives, as well as finalizing the Youth Resource Directory.
- c. Planning and Quality Assurance Committee (Jerry Johnson)** – The committee will be working on developing a website and brainstorming ideas for goals on how to move ahead in addition to asset mapping and gap analysis.
- d. Outreach and Education Committee (Mayra Ramirez)** – All information was provided and discussed above.

8. Chair’s Comments – The Chair thanked members for their dedication and for coming to the meetings.

9. Other Business – The Youth Resource Directory database information was collected for final processing.

10. Date, Time and Location of Next Youth Council Meeting – The next combined Youth Council retreat and monthly meeting is 11/17/01, in the PITD large conference room (1880 W. Wardrobe Avenue, Merced). Members will be notified on the time of the meeting when arrangements have been finalized.

11. Adjournment – The meeting was adjourned at 10:44 a.m.

Minutes prepared by Marta Echevarria