

Workforce Investment Board of Merced County

Youth Council

UC Cooperative Extension

2145 Wardrobe Avenue, Merced, CA

Wednesday, October 13, 2004, 4:00 p.m.

Meeting Minutes



MERCED COUNTY YOUTH COUNCIL

Members Present: Bob Bittner, Stephanie Busbea, Mary Cavazos, Claudia Corchado, Ben Duran, Evelyn Eagleton, Robert Harmon, Kathy Hassett, Mary Jane Hawkes, Taide Hernandez (Vice Chair), Rebecca Lincoln, Richard Mahacek, Edgar Perez, Mayra Ramirez, Vann (Mike) Smith, Rev. Craig E. White, Sr

Members Absent: Ana Andrade, Natalie Culver, Rennise Ferrario, Alexander Hall, Charlie Lambert, Nellie McGarry (Chair), Jim Newberry

Others Present: Dave Davis, Dee Knight, Holly Newlon

1. Call to Order/Roll Call: The Vice Chair called the meeting to order at 4:08 p.m., and roll call was taken.

2. Approve Agenda: It was *M/S/C Corchado/Cavazos* to approve the agenda as published.

3. Approve Minutes: It was *M/S/C Duran/Bittner* to approve the September 8, 2004 minutes.

4. Public Opportunity to Speak: None.

5. Announcements:

- a. The Boys and Girls Club is having an Omelet Brunch on Sunday, Oct 17, 2004, 9:00 a.m. to 1:30 p.m. The tickets are \$10 for adults and \$5 for children. Members were asked to either purchase a ticket(s) for themselves or for club members.
- b. Members were asked not to forget the Boys and Girls Club "Solid Gold Night" on October 30, 2004, at 6:30 p.m. The cost is \$25.00 per person.
- c. The Children's Summit Action Plan is printed. Anyone wanting a copy or interested in volunteering for one of the teams should contact Ms. Becky Lincoln.
- d. Ms. Mayra Ramirez shared a "before and after" photograph of a young man in the out-of-school (Empower) program. It depicted the positive effect the Employment Readiness Workshop, which teaches "How to Dress", has had on this young man.

6. Action Agenda:

a. Youth Council Goal #3: It was recommended staff change the "wording" of Goal #3, and bring it back to the November 10, 2004 meeting for approval.

b. Workforce Investment Board Strategic Scorecard: Staff noted the Strategic Scorecard was developed for the Workforce Investment Board (WIB) by the Quality Assurance Committee. Each WIB committee is reviewing its applicable Measurement categories for clarity. The following change was recommended:

- 1) Internal Operations/Organizational Effectiveness – Item 1.b., bullet 3 “Method” for both programs, add “perform contract compliance review” .

It was *M/S/C White/Duran* to approve the applicable Measurement category of the Youth Council with the above-cited change.

c. Youth Council Facts/Accomplishments Paper: It was *M/S/C Eagleton/Harmon* to approve the Facts/Accomplishments paper as written.

7. Information Agenda:

a. and b. Younger Youth and Empower Programs Quarterly Reports: No comments. Both quarterly reports were added as an addendum to the minutes.

c. Fiscal Report: Staff gave an overview of the expenditures and funds available after obligations for both youth programs. It was noted the youth programs would have no carryover next year, but there will be no start-up costs and it is anticipated that youth services will be minimally reduced.

8. Chair Comments: The Vice Chair thanked everyone for coming and working with her as she learns how to conduct the meetings.

9. Date, Time and Location of Next Youth Council Meeting: Next meeting is November 10, 2004, 4:00 p.m, at Dept of Workforce Investment, 1880 W. Wardrobe Ave, Merced.

10. Adjourn: It was *M/S/C Cavazos/White* to adjourned at 4:38 p.m.

Minutes prepared by Devilla D. Knight

To: Dave Davis

Employment & Training Analyst, Department of Workforce Investment

From: Becky Lincoln

Career Educator, Youth Opportunity Program, Merced County Office of Education

Re: Merced County Youth Council Quarterly Report- Younger Youth Program

Date: October 2004 (July-Aug-Sept)

A. Overall status of the program:

The program continues to exceed performance measures. This quarter, 99% (445/450) of the basic skills, work readiness, and/or occupational skills goals were attained, 96% (202/210) of participants attained a diploma. New enrollments are underway.

B. Past quarter highlights:

- 1) Approximately 300 YOP students completed 6 weeks of paid work experience and the ROP Working Professional course during the summer. The classroom component focused on the topics, "Who Am I" and "Where Am I Going." A field trip to the state capitol, using Amtrak service, was a highlight of the program. Students created posters, brochures, and presentations to showcase skills learned on the job and in class. The YOP mentors all provided a recognition event during the final week of the program. For example, Dos Palos Community Center provided a dinner for participants, their parents, and employers.
- 2) **Eligibility Training** was provided for all mentors and support staff on September 2nd. Mary Cavazos, a representative from our EDD partner provided the training. All staff were provided with the updated "WIA Survival Guide".
- 3) **PLATO** Training for staff was held on August 2nd.2004.
- 4) **YOUTH COUNCIL RESOURCE GUIDE:** 1000 copies were delivered and distributed to all YOP Mentors to share with their students.
- 5) **Success Story: Chad Mentz** started the Workplace Learning Academy two years ago. For his work component, he was placed at Maxwell Homes in Merced in October of 2003. Chad did an outstanding job, which created opportunities for other students to work as well. Maxwell Homes is currently building many homes in the area. Chad was hired by Maxwell Homes the day he graduated in September 2004. He is 17 years old. Although his wage at this time is \$7.25 per hour, he is working in a job he loves that has potential for increased earnings.

C. Past quarter deficiencies: None.

D. Past quarter recruiting/marketing efforts: All partners are enrolling and have provided information in classrooms and career centers at the high schools.

- E. **Number enrolled:** 256
- F. **Number of hard/soft exits for the quarter:** 210/0
- G. **Next quarter challenges:** Meet 75% of expected enrollment goals.
- H. **Technical assistance needed:** Adequate training for all new hired YOP mentors.

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

From: **Rebecca Lincoln**
Lead Career Educator, Empower Program,
Merced County Office of Education

Re: Merced County Youth Council Quarterly Report- Empower Program

Date: October 6, 2004 (July, Aug, September)

A. Overall status of the program:

The overall status of the program continues to improve. In addition to enrolling participants, the Empower Advisors are tracking 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 program has hired several new positions in the past quarter to allow more youth to be served, and is now fully staffed. Thirty-three new participants were enrolled during the months of July, August, and September of 2004.

B. Past Quarter Highlights:

1) EMPOWER Workshops:

- a) EMPOWER Orientation: Conducted on the second Friday in the months of July, August and September; approximately 30-35 participants attended each session,
- b) EMPOWER Workshop I: Conducted on the third Friday of July, August and, September; approximately 20 participants attend each session.
- c) EMPOWER Workshop II-Job Readiness was conducted in the months of August and September. Participants completed an ROP employability portfolio and practiced interviewing techniques.

2) **OPPORTUNITY ZONE:** YOP and Empower programs hosted an "Open House" on September 29, 2004 in the K- Bldg at the MCOE campus where the community, participants, and staff were invited to visit the "Opportunity Zone".

3) **Bldg K-Computer Lab** is now available for Empower participants to work on résumés, portfolios, and conduct job search. **PLATO** has been installed in the computer lab providing participants with software designed to increase math and reading skills. Sign in sheets are used to track the number of participants using the computer lab daily.

4) **Business, Marketing and Computer Information Systems Career Industry Day** was held on September 30th at the Merced County Fairgrounds. Empower advisors and their participants attended. The advisors were encouraged to invite those participants whose career goals or technical training aligned with these career fields.

5) **Eligibility Training** was provide for all Advisor, Mentors and support staff on

September 2nd. Mary Cavazos, a representative from our EDD partner provided the training. The updated “WIA Survival Guide” was given to all staff.

- 6) **YOUTH COUNCIL RESOURCE GUIDE**: 1000 copies were delivered and distributed to all Empower advisors to share with their participants.
- 7) **Merced County Office of Education (MCOE)** submitted a proposal to serve 35 out of school youth while they are incarcerated in Juvenile Hall. The proposal was in response to the EDD Directive Number WIADO4-1, dated July 21st, 2004, which authorized \$70,000. of additional WIA funding for program year 2003-2004, based on Merced County’s high concentration of eligible youth. Although the funding has not yet been received, MCOE is moving forward to implement the proposed plan.
- 8) **Thrive and Survive in the Workplace** Training was provided by our partner, Merced College to all Empower advisors and support staff on August 18 and August 25th. Empower has contracted with Merced College to provide the workshop to participants as **Empower Workshop III** beginning in January 2005.
- 9) **PLATO Training** for staff was held on August 2nd.2004.
- 10) **Quarterly EMPOWER Partners** meeting was held on July 1st, 2004.
- 11) **National Kids Day**: Staff and participants attended National Kids Day on August 1st, 2004 at the Boys and Girls Clubs of Merced County.
- 12) **Empower “Focus Group”** will be conducted quarterly for youth input and suggestions for program improvement .This past quarter twenty youth were invited to participate in a focus group on September 29th at the “Opportunity Zone”. Topics for discussion were on the enrollment process, Orientation, and Workshop I.
- 13) **Success Story**:
Juan Olvera is an EMPOWER participant who was originally enrolled in the out-of-school youth program by JCG. When JCG closed, Juan was assigned to EMPOWER Advisor Rebecca Garcia. After a review of his skills, interests, and aptitudes, Rebecca referred Juan to the ROP Computer Systems Program for Adults on July 12, 2004. Juan attended class 2 days per week and worked on site at Merced Adult School as a computer technician 2 days per week. Juan earned his A+ certification on September 16, 2004—just two months after enrolling in the program. Juan says he really enjoyed the class, and is very excited about being an Industry-Certified Technician.

C. Past Quarter Deficiencies

Staff will continue with ongoing training regarding WIA paperwork to decrease error ratio on paperwork submitted.

D. Past Quarter recruiting and marketing efforts

- 1) Empower staff distributed brochures at the Merced Farmers Market resulting in referrals to the October orientation.

- 2) **EMPOWER BROCHURES:** EMPOWER brochures are completed and ready for distribution. Juan Oliver, an EMPOWER participant, designed the brochure and was awarded a \$100. incentive payment for his work.
- 3) Empower staff gave a presentation on July 14th to staff members at the California Valley Regional Center, resulting in referrals to orientation.
- 4) Outreach was conducted in Atwater, Planada, and Le Grand.
- 5) Empower staff gave a presentation to Valley Community School Independent Studies teachers on September 28th, 2004 resulting in referrals to the October orientation.

E. Number enrolled & number of participants in each program component: September 2004

Total number of active participant enrollments:	198
(200 in August)	
Total number of participants in follow-up:	173
(185 in August)	
Enrollment in program components:	
Adult Basic Education, GED, HS diploma	20
Career Technical Training	29
Workshop II	8
Work Experience	14
Unsubsidized Employment	40
<hr/>	
Total enrolled in program components	111
% of Total Active Enrollment: 56%	
(63% in August)	
Case Management	87
% of Total Active Enrollment: 44%	
(37% in August)	

F. Number of hard/soft exits

Hard Exits: 45

Soft Exits: 00

G. Next quarter challenges:

Reconciling our files with JTA system, to include work from JCG and ARBOR.

H. Technical assistance needed: Staff training on goal setting will occur in October.

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

Foster Youth. The Empower Program is accepting donations of household furnishings to assist foster youth as they transition out of foster care. Two youth were assisted by EMPOWER with furniture (sofa, bed, table/chairs) during the month of September and also connected to Merced College ILP for bedding and kitchenware.