

**TO: Youth Council**

**DATE: November 8, 2002**

**FROM: Operations Committee**

**For Action**

**For Information**

**Meeting Notes**

**SUBJECT: Quarterly Report, 14-18 Year Round Youth Program**

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

**DISCUSSION: The Youth Opportunity Program Quarterly Report for the period July – September, 2002 is attached.**

**ATTACHMENT(S): YOP Quarterly Report, Oct 2002**

**To:** Chuck Purcell  
Employment & Training Analyst, PITD

**From:** Robin Davis  
Career Educator, Youth Opportunity Program, MCOE

**Re:** Quarterly Report, 14-18 Year- Round Youth Program  
Prepared for the Merced County Youth Council

**Date:** 1 October 2002

1. **Overall status of the program:** Four additional mentors have joined YOP to serve the growing number of participants in Merced, Atwater, and Livingston. This allows mentors to teach, case manage, job develop, and provide leadership to a manageable number of participants. Internal training of WIA forms and case management procedures continues. The latest monitoring, not yet completed, indicated that staff's understanding of the Work Statement and documentation has improved greatly from the monitoring in January 2002.
2. **Past quarter highlights:** Over the summer, YOP mentors worked with about 700 Merced County employers to place youth in worksites. Over 800 participants on the WIA grant completed the paid work experience component between June and July. They worked 29 a week and attended the Working Professional ROP class 3 hours a week. Participants working in Multimedia produced a YOP video and Graphic Arts students created a YOP yearbook. Both products are used to market the YOP services.
3. **Past quarter deficiencies:** none at this time
4. **Past quarter recruiting/marketing efforts:** In August, MCOE hired a new staff member, Elvira Lopez, who is placed full time at the One Stop. As part of her duties, she developed marketing tools targeted to younger youth. Fliers were placed at the public library, Merced College, and high school career centers.
5. **Number enrolled:** 1278
6. **Number of hard/soft exits:** 531 (0 soft exits)
7. **Past quarter expenditures:** \$724,000
8. **Current budget status:** Most of the past quarter expenditures were in participant wages. Remaining balance - \$1.2 million.

- 9. Next quarter challenges: We recently created a “Follow Up Unit” with the intent to provide better services after exit and improve our ability to attain performance measures. We are developing an improved “exit packet” where mentors assess what services each participant needs and wants after exit. More attention will be placed on obtaining updated contact information and providing referrals to other community programs and services, particularly the Out of School Youth Program.**
  
- 10. Technical assistance needed: Thirty-one YOP staff attended the Sept. 19<sup>th</sup> Youth Performance Measures training presented by Rick Record of EDD. This information was much needed and it was extremely worthwhile day for staff. We have requested continued training in WIA forms.**