

**Workforce Investment Board of Merced County
Youth Council**

**Merced County Office of Education – Clark Room
632 W. 13th Street, Merced, CA
Wednesday, December 8, 2004 – 4:00 p.m.
Meeting Agenda**



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1. Call to Order and Roll Call
 2. Approve Agenda
 3. Approve Minutes (October 13, 2004)
 4. Public Opportunity to Speak
 5. Announcements
 6. Action Agenda
 - a. Youth Council Goals #3 and #4.....
 - b. Youth Contracts Oversight Working Group
 7. Information Agenda
 - a. Children’s Action Plan – Youth Development Action Team
 8. Presentations
 - a. EMPOWER Zone (Presenter to be Named Lated) (3 min)
 - b. Independent Living Program Natalie Culver (7 min)
 - c. Center for Public Policy Report Natalie Culver (5 min)
 - d. One-Stop Connections Natalie Culver (5 min)
 - e. State Youth Council Report Nellie McGarry (5 min)
 9. Chair Comments/Roundtable/Future Agenda Items
 10. Date/Time and Location of Next Meeting – Jan 12, 2005, 4:00 p.m., MCOE Clark Room,
632 W. 13th Street, Merced
 11. Adjourn

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
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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.

TO: Youth Council

DATE: 12/08/04

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Council Vision, Role, Mission Statement and Goals

PROPOSED MOTION(S): Review Goals 3 & 4 and affirm or modify.

DISCUSSION:

Vision

- **Today's youth ...Tomorrow's leaders**

Role

- **Strategically link/connect all youth delivery systems in a way that promotes a countywide vision of successful youth.**

Mission Statement

- **Fund programs and foster collaboration to instill in our youth the knowledge, skills, and attitudes to succeed in their education and career.**

Goals

- **Lead the effort to connect all youth strategies within the community.**
- **Advocate and promote the use of Youth Development.**
- ***Identify youth programs within the County to promote and support.***
- ***Oversee and foster all WIA youth programs to assure goals, objectives and timelines are being met.***

WIB Goal

- **Influence the K-12 education system to design and implement strategies that provide students knowledge of employee skills and attitudes and develop metrics to assure success.**

ATTACHMENT(S): Functions

Functions of the Youth Council

On May 14, 2003, the Youth Council formally dissolved its subcommittees. The following “functions” were previously performed by the individual subcommittees. These functions are now the responsibility of the entire Youth Council.

- 1. Develop and deliver the marketing message of the Youth Council.**
- 2. Create linkages with youth programs, business, education and local communities to foster awareness of the Youth Council and its goals.**
- 3. Promote the development of youth leadership within the community and the Youth Council.**
- 4. Promote awareness in all youth programs of the value of a youth development approach in the education and upbringing of youth.**
- 5. Identify youth programs within the County to promote and support.**
- 6. Provide oversight to all Workforce Investment Act functions that the Youth Council is responsible for. This includes Requests for Proposals; creating the mechanisms, policies and procedures to keep service providers accountable; developing competitive grant funding; investigating how money is spent in relationship to results produced.**
- 7. Oversee all operational issues as the Council embraces “All Youth One System”.**
- 8. Review customer satisfaction input and use it for continuous improvement of youth programs and services.**
- 9. Research and evaluate the best practices and current indicators for success.**

TO: Youth Council

DATE: 12/08/04

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Youth Programs Oversight Working Group

PROPOSED MOTION(S): Establish a working group to provide oversight for WIA youth programs – out-of-school and younger youth.

DISCUSSION: The history of Merced County older youth programs has caused concern within the Workforce Investment Board (WIB) and the Youth Council about the health of the present program. The WIB Finance Committee is presently looking at both contracts on a monthly basis. The Youth Council reviews the contracts quarterly through the Quarterly Reports.

The creation of a contract oversight working group, with program information produced by Youth Council staff, has been requested. The focus is to be the out-of-school program. The working group would meet monthly or as required.

ATTACHMENT:

Analysis of Youth Programs (sent to WIB Executive Committee, November 16, 2004).

The November 29th Executive Committee has been cancelled. Mr. Headding has asked that you be informed of the following:

1. Youth Programs Update

EMPOWER – Contract calls for up to 313 WIA eligible youth, ages 17-21, to be served in a 12 month program ending June 30, 2005 at a cost not to exceed \$875,000. The recent “High Concentrations of Youth” subgrant will add up to 35 new participants from the Juvenile Justice system at a cost of an additional \$70,000. The EMPOWER program is the 11th largest out-of-school program in California.

Total number of active participants: 198

Total number of participants in follow-up: 173

Number of exits (Jul – Sep): 45

Enrollment in program components:

- | | |
|-----------------------------------|----|
| • Adult Basic Ed, GED, HS Diploma | 20 |
| • Career Technical Training | 29 |
| • Workshop II | 8 |
| • Work Experience | 14 |
| • Unsubsidized Employment | 40 |
| • Case Management | 87 |

Program Positives

- Recruitment continues at high levels
- The program continues to positively evolve and its basic structure is proving to be sound
- The number of active Arbor and JCG clients is now approximately 50% of the program. Of the participants found after the closure of JCG, most have been re-assessed and had new program plans started.
- The cost per participant is going down. ARBOR was \$5600+, JCG \$5000, and MCOE is now \$2000+. Reasons are experience and the amount of leverage MCOE has with its resources.
- MCOE PLATO labs are now open in Merced and Los Banos.
- MCOE has contracted with Merced College to provide “Thrive and Survive in the Workplace” to all EMPOWER participants.

Program Concerns

- Performance measures for the program are lagging. MCOE inherited JCG’s performance, in addition to not being able to locate over 75 of the inherited JCG clients. In this past year’s exits, 38% of the hard exits were youth who could not be located after JCG closed.
 - Corrective actions for MCOE include (1) one-on-one training of case managers in performance, (2) all exits are now reviewed by WI, (3) the use of a locally recognized credential is maximized through the program design.

- Other areas in need of attention (Source – WI Monitoring Report Nov 12, 2003 – Feb 24, 2004).
 - Reconciliation of enrollment activity information with the State's JTA system
 - Development of MCOE internal monitoring procedures
 - Development of the EMPOWER OJT program

In summary, the Out-of-School program is serving Merced County's needs. Training will be given in Performance Measures, Internal Monitoring, and Exit Strategies. An OJT manager has been hired and is developing the OJT program.

Younger Youth – Youth Opportunity Program: Contract calls for up to 520 WIA eligible youth, ages 14-18, to be served in a 12 month program ending June 30, 2005 at a cost not to exceed \$1,624,000. This program is the 6th largest younger youth program in California.

Total number of active participants: 256
 Total number of exits (Jul-Sep): 210

Program Positives

- Program exceeds all performance measures
- New enrollments are underway. Emphasis is on enrollment from the Junior class
- Summer work experience was successfully completed by 300 students

Program Concerns

- Past program lead instructor left. New program lead instructor is running both younger and out-of-school programs, and younger youth program is running on past momentum. WI is providing technical assistance to help establish new leadership.
- While new enrollments are on-going, the process is running slower this year. There are several new case managers. Program Director, Holly Newlon, is aware and taking management steps to enhance the enrollment process.
- Training is required for new staff in the areas of performance measures, low-income eligibility verification, and internal monitoring procedures.

In summary, the YOP younger youth program continues to serve Merced County youth's needs. Training is being conducted one-on-one with case managers on program performance measures, the JTA state computer tracking system, and eligibility criteria for enrollment.

TO: Youth Council

DATE: 12/08/04

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Children's Action Plan – Youth Development Action Team

PROPOSED MOTION(S): Information Only

DISCUSSION: On November 17, 2004, members of the Youth Development Action Team met to discuss beginning implementation of Objective 5-4 of the Merced County Children's Action Team. Youth Council members Richard Mahacek, Ana Andrade, and Stephanie Busbea participated.

The Action Group began planning to accomplish 5 action steps:

- 1. Educate schools and service providers, including after school programs, about the youth asset (*youth development*) approach to promote youth assets in homes, schools, and communities.**
- 2. Community awareness campaign using television, radio, Internet, and print media to understand the asset approach and support, and build on youth assets in home, school and community.**
- 3. Develop a program to train mentors, both adults and youth.**
- 4. Expand incentives for youth community service.**
- 5. Develop intergenerational opportunities where seniors work with children and youth.**

The committee will next meet December 6, 2004, 9:00 a.m.–11:00 a.m., in the UC Cooperative Extension Building. Any interested parties are encouraged to attend.

ATTACHMENT: N/A