

Workforce Investment Board of Merced County

Youth Council

**MCOE – Newbold/Clark Rooms
623 West 13th Street, Merced, CA**

Wednesday, December 10, 2003 – 4:00 p.m.

Meeting Agenda



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1. Call to Order and Roll Call
 2. Approve Agenda
 3. Approve Minutes (October 8, 2003)
 4. Public Opportunity to Speak
 5. Announcements
 6. Action Agenda
 - a. Application for Membership – Stephanie Busbea
 - b. Request for Proposal for New Youth Programs
 7. Information Agenda
 - a. Architects of Change Award
 - b. Merced County Office of Education Out-of-School Contract Update
 - c. Jobs for California Graduates Update
 8. Chair Comments/Roundtable/Future Agenda Items
 9. Date/Time and Location of Next Meeting – February 11, 2004, 4:00 p.m., MCOE
 10. Adjourn

Workforce Investment Board of Merced County

Youth Council

MCOE – Newbold/Clark Rooms

623 West 13th Street, Merced, CA

Wednesday, October 8, 2003, 4:00 p.m.

Meeting Minutes



MERCED COUNTY YOUTH COUNCIL

Members Present: Ana Andrade, Bob Bittner, Claudia Corchado, Rennise Ferrario, Alexander Hall, Mary Jane Hawkes, Taide Hernandez, Jerry Johnson, Rebecca Lincoln, Richard Mahacek, Nellie McGarry (Chair), Jim Newberry, Mayra Ramirez, Vann (Mike) Smith, Ralph Vigil

Members Absent: Mary Cavazos, Ben Duran, Evelyn Eagleton, Laura Gongora, Robert Harmon, Kathy Hassett, Charlie Lambert, Kristen Miller, Edgar Perez, Rev. Craig E. White, Sr.

WI Staff Present: Dave Davis, Dee Knight, Joanne Presnell, Jackie Walther-Parnell

Others Present: Robin Davis and Holly Newlon, MCOE; Debbie Perez, JCG Job Specialist

1. Call to Order/Roll Call: The Chair called the meeting to order at 4:25 p.m., and roll call was taken.

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

3. Approve Minutes: It was *M/S/C Vigil/Hall* to approve the August 13, 2003 minutes.

4. Public Opportunity to Speak: Ms. Debbie Perez introduced herself and noted she had approximately 100 clients enrolled in the Out-of-School Program in Los Banos. She asked the status of the program and who would be handling these clients. The Chair noted these questions would be answered under the Information Agenda items.

5. Announcements:

a. The After School Program will be presenting “Lights On” tomorrow, October 9, 2003, 6-8:00 p.m., at the Merced Mall.

b. The Boys & Girls Club is having a “Solid Gold Night” event (wear clothing from the 70s and 80s era) on October 18, 2003. There will be a prize for the best costume.

The Boys & Girls Club is also having a “Fall-Back Brunch” on Oct 26, 2003. The tickets are \$10.00, and for children age 10 and under the tickets are \$5.00.

c. HSA is in collaboration with other entities in putting on a “Children’s Summit” on April 30, 2004. There will be various topics geared to age groups 0-5, 6-13, 14-18, and 19-22. It will be an all day event, and held at the Boys & Girls Club. Youth Council members will be e-mailed information on the topics, and will be asked to give input. Staff will keep the Council informed on the progress of this event.

d. There will be a young women’s conference (8th to 12th grade), “Winning the Game of Life”, on October 25, 2003, from 10:00 a.m. to 3:00 p.m., at the Merced County Fairgrounds in the Junior Exhibit Building. Registration forms can be obtained at each school Career Center. Deadline for registration is October 20, 2003. They need 40 women to volunteer as mentors for this event. Contact the Chair or Ms. Mayra Ramirez if you know anyone interested.

6. Action Agenda:

a. Authorization to Negotiate New Out-of-School Contract: The Board of Supervisors has granted a “soul source contract” to whomever takes over as lead agency among the partners— Merced County Office of Education, Central Valley Opportunity Center, Lao Family, Merced County Community Action Agency, Merced College, Merced Adult School, and Employment Development Department. It was *M/S/C Hall/Ramirez* to authorize the Youth Council Contract Working Group to negotiate the new out-of-school contract and forward it to the Workforce Investment Board (WIB) for approval.

Staff will inform the subcontractors there is no mechanism in place to enroll new clients or enroll existing clients into new components until a lead agency has been identified.

7. Information Agenda:

a. Cancellation of Jobs for California Graduates Out-of-School Contract: Council members were informed the JCG Board of Directors had dissolved the corporation on Friday, September 19, 2003, and the Department was formally notified on September 24, 2003.

b. Selection of New Provider for Out-of-School Program: All subcontractors met to discuss and select a lead agency for the Out-of-School Program. To date, no provider has been identified. Merced County Office of Education noted they are willing to be the new provider. Staff will send an e-mail to those providers who have not responded, requesting a declination.

c. Jobs for California Graduates-Merced County, Inc. Contract Oversight: Staff provided a detailed log of events that occurred with JCG since May 2003.

d. Youth Opportunity Program Quarterly Report: Everyone received and reviewed a copy of the quarterly report for the Younger Youth Program.

8. Chair Comments: Since Ms. Micki Archuleta has resigned from the Council, Ms. Taide Hernandez will need a mentor. Ms. Claudia Corchado volunteered.

The Chair noted the Council still needs a youth vice chair, and asked Ms. Hernandez to think about the position.

At the WIB Retreat on October 2, 2003, they decided to link the Youth Council goals with the WIB goals.

9. Date, Time and Location of Next Youth Council Meeting: Next meeting is December 10, 2003, in the MCOE Newbold/Clark Conference Rooms, 623 W. 13th Street, Merced, at 4:00 p.m.

10. Adjourn: It was *M/S/C Hall/Vigil* to adjourn the meeting at 5:27 p.m.

Minutes prepared by Devilla D. Knight

TO: Youth Council

DATE: December 10, 2003

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Application for Membership

PROPOSED MOTION(S): The Youth Council approves Ms. Stephanie Busbea, a parent of an eligible youth, for membership on the Youth Council.

DISCUSSION: Ms. Stephanie Busbea is a parent of a WIA eligible youth, and has applied for membership on the Youth Council. Ms. Busbea is employed with the Merced Housing Authority in the Resident Services division. She is actively involved with community youth activities, and is presently serving with Reading Is Fundamental Literacy Group, Mothers Against Drunk Drivers, Family Resource Council, and Family Self-Sufficiency Planning Committee. Ms. Busbea has also served as a 4-H and Calvary Church Youth Group volunteer.

Ms. Busbea will fill the mandatory position “parents of eligible youth seeking assistance” within the Youth Council.

ATTACHMENT(S): Application will be available at the meeting

TO: Youth Council

DATE: December 10, 2003

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Request for Proposal for New Youth Programs Beginning July 1, 2004

PROPOSED MOTION(S): The Youth Council recommend to the Workforce Investment Board to approve a new Request For Proposal (RFP) for the Reauthorized WIA Younger and Out-of-School Programs.

DISCUSSION: Congress is presently working on the Reauthorization of the Workforce Investment Act. The bills from the House and Senate have both been passed and have significant differences. It is expected that those differences will be resolved shortly after the new year begins. Once the new law is received, an immediate RFP should be let to allow for adequate time and competition to select next year's youth program providers.

Additionally, County procurement procedures require that competition be re-established after a period of time. More specifically, a contract should be renewed after its initial year and not more than two extensions. The younger youth contract has been in effect since January 2001 and has been extended twice. When the out-of-school contract was awarded to MCOE as a sole source contract, it was directed by the Youth Council that any future contract would be awarded as the result of an RFP.

It is envisioned that one RFP will be issued, requesting proposals for either the younger youth or out-of-school programs, or for both. An RFP takes approximately 100 days to complete, from let date to program start date. The combined cost of the new programs is estimated to be \$2.1 million for FY 2004-05.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: December 10, 2003

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Architects of Change Award

PROPOSED MOTION(S): Info Only

DISCUSSION: The Merced County Workforce Investment Board Youth Council has been awarded the “Architect of Change “ award. On November 20, 2003, the California Youth Council Institute and the State Youth Council presented the award, in ceremonies at Sacramento, to Ms. Nellie McGarry, Youth Council Chair, who accepted in behalf of the Youth Council and its program providers.

“All Youth-One System” outlines what is needed for a community to offer effective, high-quality services for all youth. In an “All Youth-One System” community, the local Youth Council adopts a comprehensive approach to ensure academic excellence, provide career preparation, enhance youth development and support, and foster youth leadership. The Merced County Youth Council has embraced the “All Youth-One System” since its inception.

“These local Youth Councils have shown real leadership in their communities, and have had a significant impact on the youth they serve,” said Steve Trippe, President of New Ways to Work, the managing partner for the Youth Council Institute. “Their innovative approaches to addressing the many needs of young people throughout California serve as powerful models for the entire nation.”

In the Central Valley, the Fresno County Youth Council, Madera County Youth Council, San Joaquin County Education Development Department, and the Tulare Youth Council also received the award.

ATTACHMENT(S): N/A

TO: Youth Council

DATE: December 10, 2003

FROM: Youth Council Staff

For Action

For Information

For Discussion

SUBJECT: Jobs for California Graduates Update

PROPOSED MOTION(S): Information Only

DISCUSSION: On September 19, 2003, Jobs for California Graduates (JCG) terminated its contract with Merced County. Prior to termination of the contract, the Merced County Auditor/Controller's Office had requested additional fiscal documentation from JCG regarding amounts billed to Merced County for reimbursement of payments to subcontractors, and Merced County Department of Workforce Investment had made several requests for copies of the FY 2001/02 Single Audit, which was due March 31, 2003.

As required by WIA regulations, an Incident Report was sent to the California Employment Development Department and the Department of Labor regarding the above. Information for this report was coordinated with County Counsel and the Auditor/Controller's Office. The incident report included the fact that JCG had not obtained a Federal Single Audit for fiscal year 2001/02, as required by federal law, and the information received by the Auditor/Controller's Office that JCG had billed Merced County for reimbursement of costs that they had not paid.

Prior to termination of the JCG contract, Merced County had paid JCG for invoices through June 30, 2003 in the FY 2002/03 contract, except for a supplementary invoice received the end of August and later rescinded by JCG. Payment was also made for staff salaries and benefits for July and August in the FY 2003/04 contract. On November 3, 2003, three invoices were received from Ms. Irene Ayers on behalf of JCG for a total of \$59,378.78. Included in these invoices is a supplemental invoice for expenses in FY 2002/03, as well as invoices for services during July, August and September, which are in addition to invoices previously received and paid for July and August. Ms. Ayers indicated that these invoices did not include a final closeout invoice for the contract. Staff will be reviewing these invoices and the attached backup, and will be working with the Auditor/Controller Office to determine amounts allowable for payment under the contract.

Funds owed to subcontractors for services provided under the contract with JCG, which had not been previously paid to JCG by the County, are included in the new contract for Out-of-School Youth with Merced County Office of Education (MCOE). During the interim period while the MCOE contract is being processed, Merced County Department of Workforce Investment has been making payments to participants for work experience and supportive services.

Department staff is also in the process of completing a Fact-Finding and Resolution Report requested by EDD as follow-up to the Incident Report.

ATTACHMENT(S): N/A