

Merced County Workforce Investment Board Youth Council

Merced County Dept of Workforce Investment
1880 W Wardrobe Avenue, Merced, CA 95341

Wednesday, December 19, 2007 – 12:00 to 5:00 p.m.

Meeting Agenda

<http://web.co.merced.ca.us/wi/youth/meetingpkts/meetingpkts.html>



1. Call to Order and Roll Call
2. Approve Agenda
3. Approve Minutes (October 10, 2007)
4. Public Opportunity to Speak
5. Announcements.....
6. Presentation.....
 - a. Success Story Luis Araujo
7. Action Agenda
7. a. Approval of RFP for new Youth Programs Alfredo Mendoza
8. Information/Discussion Agenda
8. a. YOP 1st. Quarter Report..... Alfredo Mendoza
8. b. Empower 1st. Quarter Report Alfredo Mendoza
8. c. Youth Resource DirectoryRebecca Lincoln
9. Chair Comments/Roundtable/Future Agenda Items
10. Youth Member Training Charlene Mouille
11. Date/Time and Location of Next Meeting –January 9, 2008, 4:00 p.m., Merced County Office of Education, Newbold Room, 632 W 13th Street, Merced
12. Adjourn

Workforce Investment Board of Merced County Youth Council

Merced County Office of Education

632 W. 13th Street, Merced, CA

Wednesday, October 10, 2007 – 4:00 p.m.

Meeting Minutes



<http://web.co.merced.ca.us/wi/youth/meetingpkts/meetingpkts.html>

Members Present: Stephanie Busbea, Claudia Corchado, Adam Cox, Natalie Culver-Dockins, Ben Duran, Rennise Ferrario (Chair), Alexander Hall, Wendy Lomeli, Richard Mahacek Holly Newlon, Rick Osorio, Nancy A. Silva, Deloris Sharp, Vann (Mike) Smith

Members Absent: Bob Bittner, Martha Dueñas, Kathy Hassett, Mary Jane Hawkes, Taide Hernandez Edgar Perez, Rebecca Rodriguez-Lincoln, Stefani Martinez, Sheena Murry, Nathan Timmerman, Nancy Vega-Mendoza, Mayra Vega-Ramirez (Vice-Chair)

Others Present: Dave Davis, Patricia Hinson, Alfredo Mendoza, Nai Saechao, Jackie Walther-Parnell

1. Call to Order/Roll Call: The Chair called the meeting to order at 4:20 p.m. Roll call was taken.

2. Approve Agenda: It was *M/S/C Hall/Newlon* to approve the agenda.

3. Approve Minutes: It was *M/S/C Duran/Corchado* to approve the September 12, 2007 minutes with the following correction: Mr. Vann (Mike) Smith was not present at the September 12th, meeting.

4. Public Opportunity to Speak: Ms. Nai Saechao, Employment Development Department, visited the Youth Council to see what it's all about, and to consider membership on the council.

5. Announcements: Mr. Alexander Hall invited everyone to attend the inauguration of a new park in north Merced, November 2nd, from 12:00 to 1:00 p.m. The park will be named Rudolph Joseph Merino.

Ms. Deloris Sharp invited everyone to attend the California Youth Connection Adult Supporter Training, Friday, November 30th, from 10 a.m. to 6:00 p.m., RSVP with Hemal (916) 444-2560.

6. Presentations: Youth Budgets: Ms. Jackie Walther-Parnell gave an update and answer questions regarding Youth Program budgets.

7. Action Agenda:

a. Empower Carryover Funds: It was *M/S/C Hall/Cox* (abstain: Newlon, Lomeli, Duran, Culver-Dockings) to approve the Youth Council recommending to the WIB the addition of \$36,121.00 carry-over funds to the 2007/08 Out-of-School Youth contract, and forward to the Board of Supervisors for approval.

b. YOP Carryover Funds: It was *M/S/C Hall/Cox* (abstain: Newlon, Lomeli, Duran, Culver-Dockings) to approve the Youth Council recommending to the WIB the addition of \$57, 999.00 carryover funds to the 2007/08 Younger Youth contract, and forward to the Board of Supervisors for approval.

c. RFP Request: It was *M/S/C Duran/Hall* to approve the request for proposal (RFP) for new Youth Programs beginning July 1, 2008. In addition, Ms. Holly Newlon requested that the record reflect that no portion of her salary is included in either of the Youth contracts.

9. Information Agenda:

a. Youth Council Member Training Update: A facilitator from New Ways to Work has

been secured for Youth Council member training. The Council voted to schedule the training for December 19th, from 12:00 to 5:00 p.m. The training will be at the Merced County Department of Workforce Investment, 1880 West Wardrobe Ave. Merced.

10. Chair Comments/Roundtable/Future Agenda Items: Ms. Ferrario thanked everyone for attending the meeting.

11. Date, Time and Location of Next Youth Council Meeting: Next meeting is November 14, 2007, 4:00 p.m. MCOE. Newbold Rm, 632 W. 13th Street, Merced.

12. Adjourn: The meeting adjourned at 5:10 p.m.

Minutes prepared by Patricia C. Hinson.

TO: Youth Council

DATE: December 19, 2007

FROM: RFP Ad-hoc Committee

For Action

For Information

For Discussion

SUBJECT: Request for Proposal (RFP) for New Youth Programs Beginning July 1, 2008.

PROPOSED MOTION(S): That the Youth Council accept the Request for Proposal recommended by the RFP Ad-hoc Committee for the WIA Younger and Out-of-School Youth Programs, and forward specifications to County Administrative Services.

DISCUSSION: The RFP Ad-hoc Committee met and provided direction to staff regarding the RFP. Research was accomplished including a comparison to similar RFPs in California. The RFP Ad-hoc Committee was sent the RFP for review and comments including a draft and final copy. There were no additional comments.

The Board of Supervisors is scheduled to authorize Administrative Services to initiate the procurement process in its January 8, 2008 meeting. 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 \$1.1 million for FY 2008-09.

Updated Tentative Timeline for RFP

January 8, 2008	BOS directs RFP be let
January 2008	Finalize RFP with Administrative Services
January 28, 2008	RFP Let by Administrative Services
February 13, 2008	Evaluation Committee Selected by Youth Council
February 20, 2008	Pre-proposal Conference 2:00 – 3:00 p.m.
March 6, 2008	RFP Closing Date
March 13, 2008	Evaluation Committee meets
March 20, 2008	Awarded; Start Contract Negotiations
April 29, 2008	Contract approval
May 20, 2008	BOS for approval

ATTACHMENT(S): N/A

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From: **Rebecca Lincoln**: Career Educator, Merced County Office of Education
Re: **Merced County Youth Council Quarterly Report- Younger Youth Program**
Date: **December 2007** (July-Aug-Sept)

A. Overall status of the program:

There are presently **147** active participants in Youth Opportunity program at the end of the first quarter; this past quarter the program had one new enrollment and fifty-five exits; resulting in a **97.2 %** attainment of basic skills, work readiness and/or occupational goals and a **91.1 %** of participants exited with high school diploma. The status on all WIA-Client action reports for goals, activities, exits and follow-ups (phase II) remain up to date.

B. Past quarter highlights:

- 1) **The YOP summer employment** component began on June 11, 2007; approximately eighty participants worked this summer with local employers and agencies. The Mentors met with site supervisors to develop training plans for the participants who worked up to 32 hours per week. *The Entrepreneur Workshop*, an 18 hour course facilitated to all the participants in three-hour per week segments through-out the six-week summer component. By participating in *The Entrepreneur Workshop*, participants explored the advantages and opportunities of becoming a business owner. The youth took part in assessments to help them find their strengths and interests; with staff's assistance, students came up with a "*Big Idea*" for a company, service or product. Each participant then developed a business plan and a marketing plan to include a logo, a flyer and business cards. The participants also completed an updated business résumé and a budget for start- up costs. The six week course ended with participant's "*Big Idea*" presentations given to staff, site supervisors, business partners and fellow participants.
- 2) **Career Industry Day Events in 2007-2008:** These ROP sponsored events provide youth with detailed information and exploration of specific career pathways. Career Industry Days include tours of local businesses, guest speaker presentations, and hands-on activities related to various careers within a pathway. Career Industry Days are held from 8:30 am to 2:00 pm at the Merced County Fair Grounds in the Pavilion Building, unless otherwise indicated. The YOP Mentors are encouraged to invite those participants whose career goals or technical training aligned with these pathways. The following is the list and dates for the upcoming **Career Industry Days:**

- a) Careers in Business, Marketing and Computer Information Systems on October 17, 2007
- b) Careers in Arts and Communications on Thursday, November 28, 2007
- c) Careers in Automotive Services (at the Atwater Training Center) on January 16, 2008
- d) Careers in Education held on Wednesday, January 30, 2008
- e) Careers in Agriculture (at the World Ag. Expo in Tulare) on February 15, 2007
- f) Careers in Health will be held on Thursday, March 6, 2007.

3) YOP Success Story



Mike Moua enrolled into the Youth Opportunity Program on March 21st, 2005. When Mike first enrolled in the program, he was basic skills deficient in reading and lacked work experience. Mike's first goal was to increase his reading skills. That first year, he worked hard in the PLATO computer lab and within the first year he increased his reading level. Mike's second goal was to get work experience; therefore, his YOP Mentor placed Mike at *Starbucks* during the YOP Summer Youth component in 2006. Mike was hired as a part-time employee after his YOP work hours ended. Mike's third goal was to decide if he wanted to attend Merced College or work after graduation. Through guidance and assistance with his applications, Mike made the decision to attend Sacramento State University, and started attending classes in September. Mike was able to find employment easily in Sacramento due to his past work experience. Toula Moua, YOP Mentor, expressed these words regarding her participant, "I know that Mike will be successful in whatever career he chooses. He displayed dedication and commitment to reach his goals in the Youth Opportunity Program and will display the same dedication and commitment towards his education."

C. Past quarter deficiencies: none

D. Past quarter recruiting/marketing efforts:

There were no recruiting efforts for YOP in the first quarter.

E. Next quarter challenges:

F. Technical assistance needed: Training on WIA Common Measures

From: **Rebecca Lincoln**: Career Educator, Merced County Office of Education
Re: **Merced County Youth Council Quarterly Report**- Empower Program
Date: **December 2007** (July/ Aug/ September)

A. Overall status of the program:

There are presently 143 active participants in EMPOWER at the end of the first quarter; this past quarter the program had one new enrollment and twenty-four exits. The Empower advisors continue to track 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 status on WIA-Client action reports for goals, activities, exits and follow-ups (phase II) remain up to date.

B. Past Quarter Highlights:

- 1) **EMPOWER Workshops:** Staff updated and restructured the EMPOWER Workshops over the summer. The EMPOWER Workshops were provided to youth only in the month of September this quarter. The following is an accounting of workshops offered and number attended:
 - a) **EMPOWER Orientation:** Conducted on Friday September 7th with an attendance of forty-two youth;
 - b) **EMPOWER Workshop I: ‘Gettin’ Ready for the Job’** conducted on Friday, September 14th had eighteen youth in attendance;
 - c) **EMPOWER Workshop II: ‘The Real Game California’** was conducted on September 17th, 19th, and 21st with an average attendance of eighteen participants per session;
 - d) **EMPOWER Workshop III: ‘Gettin’ a Job’** was conducted on September 24th, 26th and 28th with an average attendance of eighteen participants per session.

- 2) **Bldg K-Computer Lab:** EMPOWER participants use the computer lab daily to work on résumés, portfolios, and conduct job search. *PLATO* is educational software designed to increase math and reading skills, it is also available to the participants in the computer lab. Sign-in sheets are used to track the number of participants using the computer lab daily.

- 3) **Quarterly EMPOWER Partners meeting** was not held this past quarter. EDD has representation at the EMPOWER monthly staff meetings. Merced College provides updated information to staff on a quarterly basis

4) EMPOWER Success Story:



Luis Araujo entered the Empower Program on June 19, 2007, a nineteen year old high school graduate who had attended college for a short time, and had very little work experience. Luis has dealt with on-going issues and challenges, but he never loses sight of his goal to become an Attorney.

As soon as Luis joined the Empower Program, he voiced some concerns to his advisor regarding his financial aid. A few phone calls to Financial Aid office were made and all the issues holding him back were cleared up. Luis is now attending Merced College taking 15 units.

Luis also had some challenges with the Justice System; he needed a fingerprint clearance to start his Empower Work Experience. Luis and his advisor spent hours on phone calls, sending emails, and even sent letters to the local Superior Court. All the time and attention to these problems helped to successfully clear all court related issues and Luis could now receive his fingerprint clearance. Luis was placed at a worksite here at MCOE's Media Center; assisting staff, stocking shelves, and learning computer programs. Luis now walks around the MCOE campus wearing a BIG smile on his face, and shows his gratitude to everyone connected to this program and his worksite. Luis says after working hard picking crops in the fields and in janitorial cleaning; he never believed he would have such a great job!

Luis is presently completing his application for CSU; he plans to transfer from Merced College to attend classes in the spring.

C. Past Quarter Deficiencies: none

D. Past Quarter recruiting and marketing efforts:

Recruiting efforts for EMPOWER is limited. The contract specified that as participants exit, new participants will be enrolled in the following quarter after exits dependent upon availability of funds.

E. Next quarter challenges:

G. Technical assistance needed: Training on WIA Common Measures

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

Numerous referrals have been made to agencies to assist with food, clothing, housing and transportation.