



# **YOUTH COUNCIL**

## **MINUTES**

**Wednesday, January 14, 2009**

**11:30 a.m.**

**MVWIB Conference Room**

**439 South Union Street – Suite 102**

**Lawrence, MA 01843**

### **Youth Council MEMBERS PRESENT:**

Jeannette Guevara for Christina Bradshaw, Brad Howell, Steve O'Brien, Barbara Richards, Marianne Vesey, Cal Williams

### **MVWIB Youth Council MEMBERS ABSENT:**

Janet Allison, Kristine Blum, Tom Casey, Linda Cote, Lisa Coy, Bill Blanchette, Irene Chalek, Gina Bozek, Ed Fitzgerald, Jeff Marcoux, Vinnie Ouellette, Linda Piergeorge, Fred Shaheen, Tricia Snow, Ed Warnshuis

### **GUESTS PRESENT:**

Amy Weatherbee

### **MVWIB STAFF PRESENT:**

Deborah Andrews, Fred Carberry

### **I. Introductions and Approval of Minutes**

Chairman Cal Williams called the meeting to order at 11:45 a.m. and welcomed everyone to the meeting, especially the new MVWIB Youth Program Manager, Deborah Andrews. Introductions were made and then Cal asked for a motion on the minutes of the November 12, 2008 Youth Council meeting.

**Marianne Vesey made a motion to approve the minutes of the November 12, 2008 Youth Council meeting as submitted. Barbara Richards seconded the motion and motion passed.**

### **III. Program and Funding Updates**

Deborah Andrews reported that through Connecting Activities we have three teacher externships this year. Merrimack College through the P21 initiative is collecting regional information for a white paper which will include a section on

homelessness. We have participated in the homeless study and when the white paper is complete we will convene another session to report on the paper. Fred Carberry said that the students in the Political Science Department are working on this paper which will include information on homelessness and also will look at area services. ***Deborah will follow up with Merrimack College regarding the white paper(s) and a venue for presenting them.***

Deborah also said that, through the P21 Initiative, we have met with Northern Essex Community College (NECC) and they are working to put together a sort of organizational chart for career ladders. Fred said that this collaboration has resulted in staff from NECC being sited at the Career Center. ***Deborah said that they will be providing data on this collaboration which she will bring to the Youth Council at future meetings.***

#### **IV. December WIA Youth Chart – 2<sup>nd</sup> Quarter Performance Report**

Amy Weatherbee reported that we just did the Out of School (OSY) procurement and we are now doing outreach. She passed out a brochure highlighting the programs that are being offered. Amy said that there are eleven new youth participants enrolled.

In order to serve more youth, we need to develop relationships with more vendors. ***Deborah said that she is making an effort to develop more relationships with vendors.*** She noted that some vendors have expressed that bidding on the program presents hard criteria to meet.

Amy said that WIA regulations are so stringent that it is difficult to provide collaboration between vendors as it just isn't worthwhile for them. Amy went on speaking about the performance figures and said that they are starting to see positive exiting in a strong way.

The In School Youth (ISY) are attaining credentialing and we are starting to see those numbers come in, but ISY programs are not having the success we had hoped. We have one ISY program with an enrollment of 12 and 10 already in the program. In another program LARE has a recruiting goal of 26 which we are finding difficult to fill. We also have ITA money available if a youth isn't a good fit for the available programs. We additionally have two slots for on the job training.

Amy then talked about the planning projections and said that once a year we can modify the plan. She talked about the carry-overs from FY2008 and said that we can adjust the plan to accommodate the carry-in numbers. She said that we cannot change the employment rate. Amy continued saying that the new enrollments number is based on historical data and the total is what matters based on programming.

Fred Carberry asked if the state reviews these changes and does it affect our performance?

Amy said that the Plan vs. Actual numbers are expected adjustments in August and September with closeouts.

Deborah questioned changing a goal. Wouldn't we use a goal to gauge whether we reached, exceeded or didn't attain the goal and to then examine the reasons.

Amy spoke about the numbers being operationally managed by the Career Center and how they determine the goals. Based on present knowledge she is recommending dropping the total of 180 to 171 on carry-overs and adjusting the entered employment as needed.

**Motion by Marianne Vesey seconded by Brad Howell to drop the 180 total carry-overs from FY2008 to 171 and adjust the entered employments and percentages as needed. Motion passed.**

#### **V. Support Services Policy**

Deborah said that there are some items that need the attention of the Youth Council and asked Amy Weatherbee to talk about the WIA Title I Youth Eligibility Verification Checklist and Applicant Checklist. Amy said that we provide some supports for youth with needs based payments under the Support Services Policy. Our policy is narrowly defined and Amy said that she would like the Division of Grants Administration (DGA) and fiscal to open up the policy to cover transportation, child care, uniforms and certification tests for those in active job search and other follow-up services. The consensus was to review the policy and bring back language at the next meeting for the Youth Council review and approval.

Amy also said that the state had conducted a data validation monitoring process at the Career Center and asked for the following items to be brought before the Youth Council for concurrence and approval. Although the Career Center uses the following guidelines, we do not have them written as policy. After voting on them today, they will be included in the minutes.

1. The first item is the Applicant Statement which the applicant will sign to verify an eligibility criterion in the absence of paperwork. This form is used as a last resort on a case-by-case basis.

**Motion by Steve O'Brien seconded by Marianne Vesey to accept the Applicant Statement for eligibility verification. Motion passed.**

2. The next item Amy explained is that, for youth under 18, we require a high school withdrawal form as verification of eligibility. For youth over 18, it was

agreed to go along with the GED requirement that no proof of high school withdrawal is necessary.

**Motion by Steve O'Brien seconded by Marianne Vesey to approve the verification and eligibility of youth under 18 by requiring proof of high school withdrawal and for youth over 18 that there is no such requirement. Motion passed.**

3. Amy said that there is a window of 5% that allows the Career Center to serve people over income with other barriers.

**Motion by Steve O'Brien seconded by Marianne Vesey confirming the 5% window to serve over income youth with barriers on a first come first served, case by case basis, which is monitored monthly so as not to go over the 5%. Motion passed.**

4. The last item for consideration is our being able to provide assistance to youth under special circumstances for up to 12 months after leaving our programs. Currently we do not provide services after this point. Eligibility items include a currently unemployed youth who has held three or more jobs for less than 45 days within the past 12 months or is "state involved". Discussion followed on what entailed "state involved" and it was agreed to clarify the language so that "state involved" encompasses any state involvement.

**Motion by Steve O'Brien seconded by Barbara Richards to approve funding for special services for eligible youth for up to 12 months. Motion passed.**

#### **VI. Strategic Goals Youth Skill Gap**

Deborah then spoke about the WIB Strategic Plan. Cal asked that Council members review the document and provide any feedback before the next High Performing WIB Advisory Board meeting on January 28<sup>th</sup>.

**Chairman Cal Williams said that we welcome any ideas or input and asked that feedback be sent by January 23<sup>rd</sup> to allow time to incorporate ideas into the plan.**

#### **VII. Quality Assurance Systems Monitoring Report**

Amy said that we were recently monitored with the state taking a look at our record keeping. Fred Carberry said that the monitoring went extremely well and that the credit goes to DGA and the fiscal department for their fine job of record keeping.

#### **VIII. Youth Council Membership**

Cal Williams said that he is looking to bring new members on to the Youth Council who will help to get the job done.

Fred Carberry spoke about a three region Youth Summit at Merrimack College in March with a presentation by Andrew Sum of Northeastern University Center for Labor Market Studies on school stats. Expected to attend are representatives from Department of Elementary and Secondary Education, Department of Labor and Workforce Development, and Department of Health and Human Services.

Fred Carberry also spoke about prospective opportunities with the economic stimulus package proposed by the new administration in Washington and said that we need to look at what we are doing to get youth ready to work and move into possible positions that may open in the trades. ***Cal also suggested talking to our labor representatives relative to this matter. Deborah will follow up with the Council on this.***

**IX. Meeting Schedule, Venues for 2009**

Cal Williams said that we will keep with the schedule of the second Wednesday of the month at 11:30 a.m. for meetings until we have new board members in place and can then poll the board for the best time to schedule future meetings.

**X. Adjournment**

**Having no further business Steve O'Brien made a motion to adjourn seconded by Barbara Richards. Motion passed.**

***\*Action items.***

Respectfully submitted,

*Mary Kivell*

Mary Kivell  
Recorder