



Youth Committee Meeting Agenda

Wednesday, May 7, 2014

2:30 p.m. – 4:30 p.m.

CareerSource Central Florida – Administration Office

707 Mendham Blvd., Suite 250, Orlando, FL 32825

Conference Call-in Phone Number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- CareerSource Central Florida will become business focused in all efforts
- CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)
- CareerSource Central Florida will become the backbone organization for workforce development in Central Florida

Welcome & Chair's RemarksDebbie Clements, Chair

- Call to Order
- Roll Call
- Public Comment
- Approval of the March 5, 2014 Youth Committee Minutes

Information/Discussion Items

1. Mission Moment – Orlando Science Center.....Kellen Nixon/Orlando Science Center
2. Youth Summit Update.....Kenneth Gathers
3. Florida Juvenile Justice Adolescent ConferenceJoyce Hinton
Employability Presentation
4. Youth Managers Report.....Kenneth Gathers
5. Youth Performance Measures.....Nilda Blanco
6. RWB Additional Barriers.....Group Discussion
7. Other

Chair's Closing RemarksDebbie Clements, Chair

Next Meeting:

Wednesday, July 2, 2014, 2:30pm to 4:30pm

CareerSource Central Florida Admin Office 707 Mendham Blvd., Suite 250, Orlando, FL 32825

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Youth Committee Meeting

CareerSource Central Florida
707 Mendham Blvd., Suite 250
Orlando, FL 32825
Wednesday, March 5, 2014
2:30 p.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Lonnie Bell, Rick Bedson, David Bundy, William D'Aiuto (via phone), Tom Doyle (via phone), Jovanna Heavener, Sue Koziol, Cathy Lake, Brian Michaels (via phone), Dwight Mitchell, Tadar Mohammad, Barbara Newton, Jack Plettinck (via phone) Linda Rimmer, Dan Rodgers, Maggie Teachout (via phone), Jeff Whitehead (via phone) and Virginia Whittington (via phone)

MEMBERS ABSENT: Larry Eason, Kamil Fadel, Wendy Hammock-Silungwe, Ivan Kaled, Randy Means, Debora Moffitt, Debbie Morris, Kathy Panter, Dr. Robert Spooney, Brent Trotter, and Danyiel Yarbrough

STAFF PRESENT: Pam Nabors, Kevin Neal, Joyce Hinton, Kenneth Gathers, Andrea Jirard, Tonya Elliott-Moore, Chad Kunerth and Kaz Kasal

GUESTS PRESENT: Shellonda Rucker/Henkels & McCoy, Kyla Gutierrez/ResCare, Chala Barrington-Cruz/Covenant House Florida, Lee Pates/Children's Home Society, Gloria Vine Wilkinson/Goodwill Industries

WELCOME & CHAIR'S REMARKS

Call to Order

Ms. Clements called the meeting to order at 2:33pm and welcomed those in attendance.

Roll Call

Ms. Kasal commenced with roll call and established that there was a quorum present.

Public Comment

None offered.

Approval of the January 8, 2014 Youth Committee Minutes

Ms. Koziol made a motion to approve the 1/8/14 Youth Committee Minutes. Mr. Plettinck seconded, motion passed.

INFORMATION/DISCUSSION ITEMS

1. Mission Moment – Department of Juvenile Justice / Lake & Sumter Counties

Mr. Bedson with the Department of Juvenile Justice (DJJ) – Circuit 5 stated that their region works with three different CareerSource regional boards. Last week, they had a very successful meeting between DJJ and the youth providers in our region. DJJ learned more about CareerSource Central Florida and youth services. Although the population of the youth they serve is smaller than the

Orlando area, their needs are just as great. For youth returning back into the system (start 60 days out), DJJ makes sure they become quickly engaged – CareerSource Central Florida youth services are built into their treatment plan. DJJ will meet youth at their homes and go over their treatment plan and figure out where to fill the gaps. If youth are on probation, DJJ connects youth to CareerSource Central Florida youth program for employment/education skills development. DJJ provides office space in Lake and Sumter counties for youth providers to meet the youth and provide services.

2. Youth Summit Update

Mr. Gathers indicated that a Youth Summit will be scheduled later in the year - the target date will be at some point in the fall. A taskforce group will be formed to meet and plan for the Youth Summit – these meetings will be publically noticed. Ms. Lake volunteered to be on the taskforce and any other Youth Committee member is welcome to join this group as well.

3. Youth Provider Training Updates

Mr. Gathers stated that staff has been providing eligibility process training to all training providers to help them as they craft their programs in terms of eligibility for the target populations.

4. Youth Providers - Updates

- Henkels & McCoy (H&M)

Ms. Rucker provided an overview and current status/updates of their program, which services in-school and out-of-school youth in all counties of this region. H&M currently has 195 youth enrolled: 118 in-school youth and 77 out-of-school youth. Per request of the Youth Committee, Ms. Rucker referred to the chart on the handout that shows the breakdown in numbers by county and in-school/out-of-school. She also reviewed the participant demographics. H&M is continuing to develop partnerships and recruiting sources. Ms. Rucker shared a success story of an out-of-school youth participant in Lake County who received her NRF Customer Service Certification in the program and now is working as a Customer Service Representative with Bank of America. This participant is also enrolled for fall classes at Lake Sumter State College. Mr. D'Aiuto asked what the breakdown is for aging out foster youth. Ms. Rucker replied that she will add this demographic in the report. Mr. Bedson commented that each county has a children's alliance board and suggested that the youth providers attend these forums to make connections – this is a good avenue for partnerships. Ms. Nabors extended her thanks to H&M for all their hard work and the set-up of the infrastructure, being the first youth provider on board.

- ResCare

Ms. Gutierrez indicated that they had 37 youth enrolled through end of February and currently the total is now 43 youth enrolled. The goal is 260. One area that has been very successful is employer partnerships – they currently have more employers waiting for youth than vice versa. Also the job success rate is very good. ResCare is still struggling with location recognition. Mr. Mitchell asked if they are having any challenges enrolling youth. Ms. Gutierrez replied that it is difficult finding where the out-of-school youth are – since they are not connected with a school, it is not as easy to locate these youth and also for youth to be aware that these services exist. Ms. Gutierrez asked the Youth Committee to let her know of any ideas/resources that ResCare could utilize. Ms. Nabors added that all providers are promoted under “CareerSource Central Florida Youth Program” – staff is currently crafting the youth message and looking to distribute the message more broadly. Ms. Lake stated that DJJ could run data from their system and pull youth in-school vs. out-of-school and cross reference names. Ms. Gutierrez replied that she would appreciate any data that can help

them find youth.

- Children's Home Society

Mr. Pates with Children's Home Society stated that their program involves the juniors and seniors at Evans High School. Their goal is to enroll 175 youth. They have outreached to 400 youth and 50 have completed applications. Classes/incentives will start in April 2014. The goal is to have all enrolled kids working this summer. Mr. Bundy commented that it would be helpful for ResCare and Children's Home Society to work together and help each other find out-of-school youth. Some of these youth may have siblings who are out-of-school.

- Covenant House

Ms. Barrington-Cruz stated that they are a 24-hour shelter and their goal is to serve 125 out-of-school youth. They will be providing wraparound services by extending youth's stay in the program to help get them into a career. They currently have 18 youth enrolled and 8 in the process. Ms. Barrington-Cruz invited the Youth Committee to attend one of their lunch & learn sessions to learn more about Covenant House. This occurs the first Thursday of each month.

- Goodwill

Ms. Wilkinson stated that their goal is to service 200 in-school youth and currently have 13 youth enrolled, another 16 are in process and need to be TABE tested. With the school day structure, the time to TABE test is challenging – during spring break they hope to have the testing done.

Mr. Muhammad asked how the providers work with enrollments so they are not crossing over each other. Mr. Gathers stated that once providers establish their connections with a high school or community organization, he is keeping a running list which he provides back out to the providers, in order to avoid overlapping/connecting with the same high schools/community organizations between providers.

Mr. Muhammad commended both staff and the youth providers for all the work they have done. Ms. Clements concurred.

5. Update on Contract Obligations, Expenditures, Enrollments and Performance

Mr. Gathers referred to the "Youth Program Summary Report" in the meeting packet and provided a summary on key projects and performance outcomes, with the following highlights:

- Staff in collaboration with youth providers will be hosting mass recruitment events (evenings and weekends) in all counties to boost enrollments.
- Staff is working with Covenant House, Goodwill and ResCare on modifications to their contracts that will increase the number of youth serviced this program year.
- Business Service Unit is working with local employers to market Youth Work Experience activity and identify potential worksites on behalf of the contractors.

6. Summer Program Options

Ms. Nabors stated that after their discussions with Department of Economic Opportunity and CareerSource Florida in Tallahassee, CareerSource Central Florida is charged with: creating a summer option by engaging youth in summer activities to include maximizing youth into work experiences activities this spring and summer. Then, into the 14-15 program year, youth will be ready to engage in the year round process. Mr. Neal added that to assist the five youth providers in

ramping up their enrollments, staff is proposing to set up the infrastructure and be the hub for organizing the work experience effort for summer. Staff still have connections with employers from previous summer youth programs and can help youth providers to outreach/enroll youth and establish job sites. Temporary staff can also be provided to the youth providers to help during the work experience program duration. Ms. Hinton stated they are working with the Communications department to work on the messaging to parents, youth and employers.

Ms. Clements asked if staff is identifying older siblings, from the in-school youth, who could be out-of-school youth as well as looking at adults who could have children. Ms. Hinton affirmed, staff communicate to WIA Adult and WT customers to let them know about the youth program. Ms. Lake added that DJJ can also help to make referrals. Mr. Muhammad asked how they plan to proceed. Mr. Neal replied that open houses will be held and youth can select the provider of choice. Youth will enroll as a participant in a year round program, with a summer activity component. Ms. Elliott-Moore stated that an email blast on the youth program will be forwarded to the Youth Committee, who then in turn can forward to their contacts.

OTHER BUSINESS

Ms. Nabors stated that a "Youth Career/Connect" grant came out in December 2013 (Department of Labor initiative) and CareerSource Central Florida has partnered with Seminole and Orange County schools to create an occupations youth career prep program for in-school youth. A thanks to Mr. Gathers for his work coordinating this initiative with these schools. Mr. Gathers added CareerSource Central Florida has also recently partnered with Sumter County Schools with the AT&T Aspire High School success initiative.

CHAIR'S CLOSING REMARKS

Ms. Clements thanked everyone for attending today's meeting and stated that the next Youth Committee Meeting will be held at 2:30pm on Wednesday, April 2, 2014 here at the CareerSource Central Florida administration office.

There being no other business, the meeting was adjourned at 3:57 p.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant



Youth Contracts Manager Report

HIGHLIGHTS

Community Engagement and Outreach

- CareerSource Central Florida was asked to participate in a technical assistance project on Black Male Achievement with the City of Orlando. Kenneth Gathers participated in the Black Male Youth Summit. The summit focused on two areas; Education/Employment and Community/Family. Below is a summary of the ideas the youth felt are limitations to completing school and obtaining employment.

Education Barriers

- Lack of respect from teachers and administrators
- Bullying/Harassment
- Peer pressure
- Lack of interest with education
- No encouragement or guidance

Employment Barriers

- No work experience
 - No transportation to/from work
 - No work readiness skills; interviewing /résumé skills, appropriate dress attire
 - Employers hesitant to hire youth
- CareerSource Central Florida youth staff and youth providers met with Community Based Care of Central Florida and their Independent Living Managers to strengthen our focus on connecting Foster Youth with our youth providers and services. We are planning to host a meeting with Kids Central Inc. for Lake/Sumter Counties

Partnerships and Collaborations

- CareerSource Central Florida in partnership with the City of Orlando/Parramore Kids Zone/The United Way is exploring opportunities to expand services in the Parramore area. We will begin exploring additional funding stream opportunities and possible establishing a mini access point.
- CareerSource Central Florida partnered with Simeon Resource Development Center on the USDOL NOFA Face Forward 2- Intermediary and Community Grants. The grant is geared to service 200 youth. CareerSource Central Florida Youth Program will enroll up to 50 WIA eligible youth in our program and provide educational and employment training opportunities.
- CareerSource Central Florida coordinated joint meetings with our youth providers, the Boys & Girls Club of Central Florida, Orlando County Government and the YMCA of Central Florida and discussed partnering with our youth providers to participate as Work Experience sites. All three organizations agreed to sign on and participate.

Internal Processes

- Youth Contracts Manager provided each youth provider contract status notifications that outlined their specific enrollment targets, performance outcomes and financial expenditures through March 31, 2014. All providers are working vigorously to increase their enrollment targets
- CareerSource Central Florida hosted six youth recruitment sessions to assist youth providers with increasing enrollments. Recruitment sessions were held at each of our office locations on extended nights or weekends to accommodate both youth and parents.
- During the month of April CareerSource Central Florida ran radio ads to advertise the youth program. We received 2100 youth interest forms through this campaign. The interest forms were divided by provider to ensure no duplications. Providers are connecting with the youth to determine eligibility and enroll in the program.

Performance Summary

For the period of July 1, 2013 to April 30, 2014

| Contractor | Enrollment Goal | Current Enrollment | Remaining Enrollment | Enrollment Percent Achieved |
|-----------------|---|--|--|--|
| Henkels & McCoy | 550 (295-ISY/255OSY) | 218-ISY 113-OSY 331-Total | 77-ISY 142-OSY 219-Total | 74%-ISY 44%-OSY 60% overall |
| Children's Home | 175-ISY | 86 | 89 | 49% |
| Covenant House | 100-OSY | 50 | 50 | 50% |
| Goodwill | 200-ISY | 81 | 119 | 40% |
| ResCare | 260-OSY | 98 | 162 | 38% |
| Total: | 670-ISY 615-OSY 1285 | 385-ISY 261-OSY 646 | 285-ISY 354-OSY 639 | 57%-ISY 42%-OSY 50% overall |

| Contractor | HS/GED Attainments | National Credentials | Work Experience Placement | Employment |
|-----------------|--------------------|----------------------|---------------------------|------------|
| Henkels & McCoy | 10 | 62 | 9 | 26 |
| Children's Home | 0 | 0 | 0 | 0 |
| Covenant House | 2 | 12 | 5 | 9 |
| Goodwill | 0 | 0 | 0 | 0 |
| ResCare | 0 | 72 | 12 | 11 |
| Total: | 12 | 146 | 26 | 46 |

Financials

For the period of July 1, 2013 to March 30, 2014:

| Contractor | Total Funding | YTD Expenditures | YTD Obligations | Remaining Funds |
|-----------------|--------------------|---------------------|---------------------|-----------------------|
| Henkels & McCoy | \$1,979,000 | \$657,556.95 | \$115,877.40 | \$1,205,565.70 |
| Children's Home | \$913,703 | \$58,463.14 | \$44,516.54 | \$810,723.32 |
| Covenant House | \$422,101 | \$59,495.85 | \$25,623.95 | \$336,981.20 |
| Goodwill | \$852,788 | \$36,744.18 | \$20,965.51 | \$795,078.31 |
| ResCare | \$953,401 | \$138,471.95 | \$48,631.46 | \$766,297.59 |
| Total: | \$5,120,993 | \$950,732.07 | \$255,614.86 | \$3,914,646.20 |

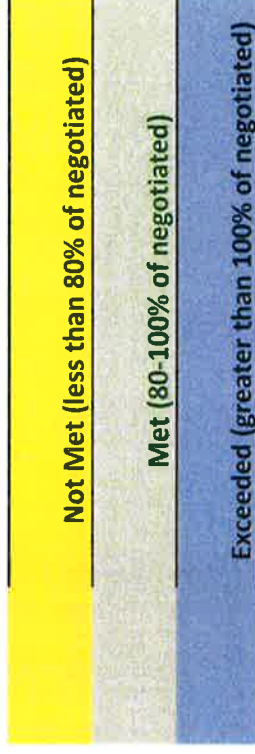
- With our youth program being dormant for several months until CareerSource Central Florida completed the procurement process for our youth providers we had to de-obligate \$750k from our 2012 youth funding allocation. This money expires June 30, 2014.
- H&M contract expires June 30. CareerSource Central Florida recommends extending H&M contract and would like to begin negotiations within the next two weeks.
- To align all our youth providers with our fiscal year CareerSource Central Florida recommends a 9-month contract for the four providers contracting ending September 30.

RWB Additional Barriers

- President/CEO, Pam Nabors and Kenneth Gathers have met with various organizations serving youth that meet the age requirements for our program. The organizations share some of the same concern that it's very difficult for youth to meet our eligibility criteria to receive services.
- Our youth providers share in the same concern as they have turned away youth in need of employability and occupational services because the youth did not meet one of the defined barriers or local defined barriers.
- In discussion with our youth providers and consulting with other regions in Florida. CareerSource Central Florida would like for the committee to discuss adding additional locally defined barriers such as: **Lack of Transportation, Lack of Work Experience, or Need Additional Assistance Completing and Education program.** The youth committee approved the following locally defined barriers:
 - Behind a Grade level in School
 - Disable Youth
 - Youth in an ESOL program
 - Youth a family member of a Migrant Farm Worker

Youth Performance Measures Program Years 2009-2013

| Common Measures | Actual PY2008 | Performance 2009-2010 | Performance 2010-2011 | Performance 2011-2012 | Performance 2012 -2013 | RWB Goal 2012-2013 | State Goal 2012-2013 | Regression Model 2012-2013 | % of Regression Model Met |
|---------------------------------------|---------------|-----------------------|-----------------------|-----------------------|------------------------|--------------------|----------------------|----------------------------|---------------------------|
| Youth Common Measures: | | | | | | | | | |
| Placement in Employment or Education | | 29.10% | 43.70% | 29.10% | 72.10% | 58.00% | 53.00% | 51.00% | 141.37% |
| Attainment of a Degree or Certificate | | 24.50% | 78.30% | 96.00% | 96.40% | 43.00% | 70.00% | 61.40% | 157.00% |
| Literacy and Numeracy Gains | | 3.50% | 0.80% | 0.00% | 30.50% | 29.00% | 51.00% | 36.80% | 82.88% |



Placement in Employment or Education:

Of all the youth that in enroll in the program, how many youth enter post-secondary education, advanced training, employment, military or apprenticeship

Attainment of a Degree or Certificate:

Of all the youth that in enroll in the program, how many youth attain a high school diploma, degree or industry-recognized credential.

Literacy and Numeracy Gains:

Of all the youth that enroll and are basic skills deficient (less than 8.9 on TABE reading and/or math), how many gain on education level (which may equal up to two grade levels)

Youth Contract Performance Measures 2013-2014

| Performance Benchmark | Definition |
|------------------------------|---|
| Enrollment | Benchmarks vary by contractor based on enrollment numbers |
| YY Literacy Numeracy Gains | A minimum of 90% of all younger youth (YY) ages 16-18 who are initially assessed as basic skills deficient will increase their individual basic skills level in reading/math within 12 months of the goal set date as documented by academic assessment pre-test and post-test and will attain a related basic skills goal. Goal will be measured using the Test of Adult Basic Education (TABE) test and recorded in the Literacy Numeracy and Younger Youth Skill Attainments sections of EFM. |
| YY Goal Attainment Rate | A minimum of 90% of goals set for WIA defined younger youth ages 16-18 will be successfully attained. All YY will have at least one goal set in EFM at time of enrollment, for those youth that are basic skills deficient, a Basic Skills Goal will be the first goal. Goals will include Basic Skills, Occupational Skills and Work Readiness activities to be set and attained in conjunction with the ISS. Documentation will include youth's name, goal set date and closed (attained date). |
| YY Positive Outcome Rate | A minimum of 90% of all younger youth 16-18 whose case is closed and completes the program will obtain a high school diploma/GED, or a state/nationally- recognized credential and entered employment (including military), entered post-secondary education, advanced training/occupational skills training. Closure of case in EFM and verification of outcome will be provided as measurement of this deliverable. |
| OY Positive Outcome Rate | A minimum of 90% of all older youth (OY) 19-21 whose case is closed and completes the program will obtain a high school diploma/GED, or a state/nationally- recognized credential and entered employment (including military), entered post-secondary education, advanced training/occupational skills training. Closure of case in EFM and verification of outcome will be provided as measurement of this deliverable. |
| OY Wage Rate | Of the older youth 19-21 whose case is closed and who enter employment, at least 65% will earn a minimum of \$.50 above the Florida minimum wage. Wage rates for OY closures will be recorded and provided under Measure 5 to provide verification and documentation for this measure. |
| File Compliance & Monitoring | Service provider will be monitored quarterly and must respond with a corrective action plan within 30 days and demonstrate improvement over previous quarter to earn quarterly payment. |
| Quarterly Staff Training | 100% of staff must complete a minimum of seven hours of training per quarter. Attendance sheets and staffing chart will be used to document benchmark |
| OSY Case Closure Rate | Service provider will exit a certain percentage of youth on their caseload. Varies by provider based on enrollments. |