

Youth Committee Meeting

Goodwill Industries of Central Florida
7531 South Orange Blossom Trail
Orlando, FL 32809

Wednesday, March 13, 2013

2:30 p.m.

MINUTES

MEMBERS PRESENT: Debbie Clements, Lonnie C. Bell, William D'Aiuto, Tom Doyle, Wendy Hammock-Silungwe (via phone), Randy Means (via phone), Brian Michaels (via phone), Dwight Mitchell, Tadar Muhammad, Jack Plettinck (via phone), Craig Polejes, Linda Rimmer, and Danyiel Yarbrough (via phone)

MEMBERS ABSENT: Allie Braswell, David Bundy, Larry Eason, Deborah Moffitt, Susan Moxley, Katie Porta, Dr. Robert Spooney, Brent Trotter, Jennifer Taylor, and Virginia Whittington

STAFF PRESENT: Pam Nabors, Kevin Neal, Joyce Hinton, Jennifer Wilson, Tonya Elliott, Jason Lietz, Nilda Blanco, Chad Kunerth, Suzan Awad, and Kaz Kasal

WELCOME & CHAIR'S REMARKS

Call to Order

Ms. Clements called the meeting to order at 2:30pm 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 3, 2013 Youth Committee Minutes

After review, Mr. Doyle made a motion to approve the January 3, 2013 Youth Committee Minutes. Mr. Polejes seconded, motion passed.

INFORMATION/DISCUSSION ITEMS

Update: Youth Employment Program Inventory 2012-13

Ms. Nabors stated that the survey to attain an inventory on youth programs was disseminated widely to 200 youth providers/organizations in the community with only 20 responding. She asked Mr. Kunerth to provide an overview on the survey results.

Mr. Kunerth stated that the survey was launched on 1/10/13 with a deadline of 2/22/13, but extended to another week to try and get more responses. Mr. Kunerth provided a review of the survey results with the following highlights:

- Ages served – 95% served in youth ranging from ages 14 to 21, and this is the range served under WIA Youth.
- Eligibility – 40% do not have eligibility criteria, 10% not sure and the remaining has some criteria.
- Counties served – 50% provide services in Orange County, the remaining provides services to the other counties in our region.
- Type of business – 85% community based, 30% education institutions and 5% faith based organizations.
- Length of program – 1/3 are 2+ years, 1/3 short term – 0 to 6 months, the rest are in between these ranges
- Youth elements provided – all providers covered at least 3 of the elements required under WIA Youth.
- Average cost per participant - \$5,703 (there was a large range from free to \$18,000)
- Other information – 85% do not receive funds from WCF, 25% have a waitlist

Mr. Muhammad asked which providers did not respond. Ms. Nabors replied that this information can be provided to the committee.

Current Program Status

Ms. Wilson provided an overview of the current youth program status, with the following highlights:

- Currently providing placement assistance to 75 out-of-school youth.
- 39 foster youth in pipeline – working with City of Life.
- 45% of youth were placed with host agency.
- Program repeaters – less than a 1/3 of participants returned to summer youth program in subsequent years.

Mr. D’Aiuto asked about the reduction in funds received since the summer youth program’s inception occurring in program year 2008-2009. Ms. Nabors replied that WCF received stimulus funds in the first two years, then in the third WCF only received formula WIA funds. Mr. Muhammad asked for a breakdown as to who was served. Ms. Nabors replied that 100% of youth were from lower living income and had a barrier to employment. Ms. Wilson added that more details can be provided to the committee with regard to who was served. Mr. Bell asked if there is any information on those youth who did not return to program in subsequent years and why. Ms. Wilson replied that there are various reasons and this information can be pulled and provided to the committee.

Ms. Nabors indicated that there is approximately \$600,000 remaining youth funds that need to be spent between now and the remainder of this program year, which ends 6/30/13. These are unspent funds from last summer’s youth program: there were 1,000 youth enrolled in the program, however only 890 completed the program. Staff are recommending to use these unspent funds toward a youth pilot program entitled “Project CoNEXTion” to be launched this month, and serve all counties in WCF’s region. This pilot program, targeting high school seniors, will offer work readiness and part time, after school work experience. There will be a one week boot camp occurring the week of spring break. The program will be a jump start into the year-round program, which will begin next program year when other youth will be brought in. Ms. Wilson provided “Project CoNEXTion” flyers to the committee for their review.

Mr. D’Aiuto asked how many youth are targeted for this pilot program and if there are guaranteed slots for youth to participate in the outlying counties. Ms. Wilson replied 70 youth will be served, and yes all counties will be served in WCF’s region. Ms. Clement asked what curriculum will be used for the program. Ms. Wilson

replied that WCF will use its internal curriculum from previous years, as well as material from the “Develop You” seminars currently occurring at the one-stops. Mr. Muhammad asked if there are any financial incentives. Ms. Wilson replied that a \$200 gift card incentive will be provided to each youth who completes the one week boot camp. There will also be a boot camp for out-of-school youth which will be longer. So total youth served will be 200. Ms. Clements asked for a breakdown of how funds will be used. Ms. Wilson replied that the funds will go towards: staff to serve the youth, boot camp incentives (\$200 gift cards), and the part time, after school hours (15-20 hours per week) students will work (wages) – this will go to full-time (30 hours per week) when summer comes. Ms. Clements asked if there are employers already lined up. Ms. Wilson affirmed – employers are geared up and willing to take the youth. Ms. Clements asked staff to forward to the committee the dates for the boot camp so committee can attend if they are able.

NEW BUSINESS / ACTION ITEMS

Ms. Clements announced they have reached a point in the meeting where planning discussions with regard to the RFP for year-round youth program will commence. She advised that if any of the service providers that serve on this committee have any intention of bidding/responding to the RFP, they need to fill out the conflict of interest form and cease from participating during the rest of this meeting. Ms. Kasal provided COI forms to the following committee members, who filled out and submitted back to Ms. Kasal:

- Craig Polejes, Junior Achievement of Central Florida
- Tadar Muhammad, Home Builders Institute
- Dwight Mitchell, Professional Opportunities Programs for Students, Inc.
- Linda Rimmer, Goodwill Industries of Central Florida

Ms. Nabors added that the COI form will be emailed out to the entire youth committee after the meeting, so all members (especially those not present) can review and submit this form if they are intending to bid on the aforementioned RFP.

1. WIA Year Round Service Level Plan

Ms. Wilson provided an overview of the service plan:

- WCF will serve 200 youth, March – October 2013 (from approximately \$600,00 funds to be spent)
- WCF will issue an RFP for youth services – Spring 2013
- Select providers for services year-round programming for up to 625 youth beginning 7/1/13
- Total projected service level for 2013-2014 is 825

Mr. D’Aiuto made a motion to move forward with this service plan, as presented and recommended by staff, to the Executive Committee for review and approval. Mr. Michaels seconded, with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion passed.

Mr. Bell asked if 825 is the right number. Ms. Nabors replied that WCF is expecting \$2M to put into the RFP; however this is contingent upon federal funding/sequestration – could be a 5 to 8% cut. Ms. Nabors added that youth services were reviewed around the nation and the average cost is \$4,000 per youth. Based on this data, WCF is projecting to serve 825 youth.

2. WIA Year Round Youth Policy Elements

Ms. Nabors stated that Ms. Blanco, Compliance Director, has been providing technical support on the youth program policy elements and there are areas that need input from the committee. She asked Ms. Blanco to provide this information to the committee.

Ms. Blanco greeted the committee and reviewed the following policy elements and nine issues needing committee input as follows:

Policy Issue #1

Eligibility – youth must be economically disadvantaged and have a barrier. There is a “needs additional assistance” barrier that must be defined locally – what other groups (must be able to document) under this definition should be included?

Staff is recommending “needs additional assistance” definition to include:

- Youth who have a disability.
- Youth who is a grade behind their peers.
- Youth who is enrolled in an ESOL program or service.
- Youth who is or is a family member considered to be a Migrant Seasonal Farmworker.

Ms. Clements asked if there are any restrictions on federal funding for immigrants. Ms. Nabors replied funds can only serve individuals who are US citizens or eligible to work in the US.

Mr. Bell made a motion to approve staff recommendations, as listed above, be included in the “needs additional assistance” definition. Mr. D’Aiuto seconded, with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion passed.

Policy Issue #2

WIA defines youth as individuals between ages of 14 and 21. Staff recommends to re-define ages as 16 to 21, which allows for maximum participation of an in-school youth to 2 years, culminating high school graduation. Youth who are out-of-school, and between ages of 16 and 18, have options to still re-engage in a high school completion program. Providers will refer 14-15 year olds and their families to existing programs and services.

Ms. Wilson added that WCF has not operated a youth program outside of the summer program and served 16 to 21 for the summer programs.

Mr. Bell and Mr. D’Aiuto asked if there would be an opportunity to amend this during the year. Ms. Nabors replied this would be part of the RFP. If the committee revisits and finds issues, a new range can be defined and reflected in a different procurement. She added that there are a lot of partner programs currently available that serve younger youth.

Mr. Doyle made a motion to approve above staff recommendation of serving 16 to 21 year olds. Mr. Bell seconded, with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion passed.

Policy Issue #3

WIA allows local board to establish funding levels for in-school and out-of-school youth services, with a

minimum requirement of 30% to be spent on out-of-school youth. Staff recommends that 60% be designated to out-of-school and 40% to in-school youth. The rationale for this is that in-school youth have access to other programs, where out-of-school youth typically cannot access services/programs that are age appropriate.

After discussion, the committee concurred to leave this policy element as is for now until they see what proposals come in from the RFP.

Policy Issue #4

There are 10 WIA elements, as listed below, that must be made available to youth. The Youth Committee can further define what these elements look like for their communities based on local need.

- Tutoring, study skills training, basic skills
- Alternative secondary school services
- Summer employment lined to academic and occupational learning
- Paid and unpaid work experience
- Occupational skill training resulting in a credential
- Leadership development
- Support services
- Adult mentoring
- Follow up services – 12 months
- Comprehensive guidance and counseling

Staff is recommending adding the below six elements:

- Link academic and occupational learning
- Provide employability/work maturity/life skills
- Provide options for high school completion
- Provide labor market information
- Include post-secondary education options
- Provide job placement and retention services

Mr. D’Aiuto suggested that with regard to “Include post-secondary education options” that the following wording be added “preferably in STEM or growth occupation.” The committee concurred. **Mr. Michaels made a motion to include the above six additional staff recommendations, including Mr. D’Aiuto’s suggestions. Mr. D’Aiuto seconded, with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion passed.**

Policy Issue #5

Staff are recommending to include the following benchmarks for youth program: enrollment targets and deadlines; number of youth who complete goals in basic skills, work readiness, occupational skills; number of youth receiving credentials; number of youth increasing reading and math scores; number of youth getting a job; wages at placement and number of youth entering college, advanced training or military. These benchmarks will help to monitor and manage the selected year round youth provider

Mr. Doyle made a motion to approve above staff recommendations on benchmarks. Mr. D’Aiuto seconded with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion

passed.

Policy Issue #6

Does Youth Committee want to identify a focus or parameters for work experience?

The committee concurred to take no action on this area at this time.

Policy Issue #7

Should WIA funds be used to provide support services (transportation assistance, supplies, tools, clothing) to participants?

Mr. Bell made a motion to allow WIA funds to be used for support services, as indicated above. Mr. Doyle seconded with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion passed.

Policy Issue #8

Staff is recommending the development an incentive plan that rewards youth for demonstrating competency and progress toward defined goals. Additional rewards may be identified for completion of the program if the youth gets a job, enters college, training or military.

After discussion, Mr. Bell made a motion to have staff design an incentive plan and bring to Youth Committee for review and approval. Mr. D'Aiuto seconded, with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion passed.

Policy Issue #9

WIA funds are limited in their ability to fund all activities that youth may need to be successful. Collaboration with other community organizations is key to providing a well-rounded program. Staff recommends that WCF requires collaboration in program design, require documentation of such collaboration through MOUs, and add weight to demonstrated collaborations in the scoring of proposals.

Mr. Means made a motion to approve above staff recommendations that collaboration be required by program providers – articulated in proposal, but documented as well. Mr. Doyle seconded, with Mr. Polejes, Mr. Muhammad, Mr. Mitchell and Ms. Rimmer abstaining, and motion passed.

Next Steps

Ms. Nabors indicated that the Executive Committee will review recommendations and approve procurement at their meeting which is scheduled for 3/22/13. Once approved, staff will prepare and issue an RFP for WIA year-round youth programming. During the evaluation process of the proposals, Ms. Nabors indicated they will be reaching out to the Youth Committee (those not bidding in the RFP) and other board members to be part of the evaluation team. This evaluation team will review proposals and make their recommendations to the Youth Committee. The Youth Committee will review and move their recommendations of selected providers to Executive, and then to the Board for final approval. Once receive board approval, staff will then move forward to negotiate with selected providers. Mr. Means asked if there is an appeal process. Ms. Nabors affirmed – there is a formal appeal process, outlined by DEO, that is followed for those providers not selected that choose to appeal.

Next Meeting

Ms. Nabors indicated that at the next meeting, which occurs on 4/3/13, the following topics will be covered:

- Further data on summer youth program – as requested by committee.
- Review and discuss incentive process.
- Presentation from juvenile justice.

Ms. Nabors asked the committee to contact her or Ms. Kasal if any would like to volunteer a location for next meeting.

CHAIR'S CLOSING REMARKS

Ms. Clements thanked those for attending today's meeting.

There being no other business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant