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WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL MEETING
AGENDA
Monday, February 14, 2011
11:00 A.M. - 1:15 P.M.

Board Room - Madren Center – Clemson University

I.	Welcome and Introductions	Kristi King-Brock
II.	Approval of Minutes (12/6/10)	Kristi King-Brock
III.	Palmetto Youth Connections	Dana Grant

IV. Old Business:
Youth Strategic Plan — Kristi King-Brock
Work Readiness Modification — Kelly McCollum

V. New Business:
211 Update — Sharon Crite
Job Fair — Sharon Crite
Career Cluster Showcase Update — Rick Murphy/Danny Fahey
LWIB Standards (Youth) — Kristi King-Brock
State Policy: Youth Aging out of Foster Care — Sharon Crite

VI. **Guest**: Foster Care/Indep. Living — Helen Pridgen, DSS State Office

VII. Adjourn — Kristi King-Brock

MARK YOUR CALENDAR!
Next Youth Council Meeting: April 6, 2011 – 11:00 A.M.
Madren Center - Clemson University

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Youth Council Minutes

Monday, December 6, 2010

Board Room – Madren Center – Clemson

Members Present:

Kristi-King Brock- Chair	Heather Love	Crystal Noble
Betsy Burkett	Melvin Martin	Tabitha Vasilas
Lisa Gillespie	Tim Mays	

Members Absent:

Danny Fahey	Rick Murphy	Linda Valone
Hugh Foster	Sandra Pruitt	

Providers/Guests:
Dana Grant

Staff Present:

Sharon Crite	Crayton Pruitt
Amy Jessee	

I.   WELCOME AND INTRODUCTION

Youth Council greeting and opening statements were made by Chair Kristi King-Brock. Individual introductions of all persons in attendance were also heard.

II.   APPROVAL OF THE MINUTES

Chair King-Brock stated that the minutes from November 1, 2010 meeting were emailed, posted on website and included in the packet for review. Chair Kristi King-Brock called for any corrections or amendments to the minutes.

COUNCIL ACTION TAKEN: A motion to adopt the minutes as written was made by Tim Mays, seconded by Melvin Martin, and carried with unanimous voice vote.

III. PALMETTO YOUTH CONNECTIONS

Dana Grant presented a handout of the monthly update. She pointed out to the Youth Council that the Total Literacy/Numeracy Gains of 42%. She stated that of the 19 participants that were determined to be basic skills deficient, eight of those have already made significant improvement.

Karen Craven presented the Monthly Report Update for November. She pointed out to the Youth Council, the 10 new enrollments over the past month and stated that the total is up to 90 thus far with their overall goal being 175 new enrollments that they were well on their way to reaching that goal.

Chair King- Brock asked Sharon Crite to give a review of findings of how the audit went. S. Crite stated that the auditors stated that they had never seen a report like PYC's anywhere in the state.

IV. OLD BUSINESS

Youth Strategic Plan and Sub-Committee Reports are represented by attached copy of Board approved packet.

What's Next??
Chair King-Brock stated that the Youth Council would meet on next on February 14th at 11am at the Madren Center- Board Room.

V. Adjournment

COUNCIL ACTION TAKEN: A motion to adjourn was made by Melvin Martin, seconded by Tim Mays, carried with unanimous voice vote.

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant

WorkLink Youth Council

Comprehensive Strategic Plan

2009 - 2014

Produced April 2009
Approved by the WorkLink WIB May 2009

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to assist with WorkKeys and GED outreach and funding as part of this committee's Strategic Planning Goal.

Intensive Services Update:

Dr. Lisa McWherter, Arbor/WorkLink Project Director, provided an update on the Arbor grants. Lisa informed the committee that the OneStops issued a Request for Proposals to fulfill the computer skills portion of the Strategic Plan. Tri-County Technical College won the proposal bid. Computer classes will be offered throughout the months of November and December to WIA participants.

Jennifer Kelly provided an update on certifications and enrollments through the Arbor grant.
- Enrolled 39.6% of the total number of participants (1,000) to be enrolled by June 30, 2011. *396 Actual versus 500 Projected* (79.2% of total projected YTD numbers – Dec 31, 2010).
- Certified 34.25% of the total number of customers (1,200) to be certified by June 30, 2011. *411 Actual versus 600 Projected* (68.5% of total projected to be served by November 30).
- Spent 23.78% of their total awarded amount ($2,854,402) through November 30, 2010. *$678,751 Actual versus $1,564,156 Projected* (43.39% spent of projected through November 30, 2010).
  (64.60% Eligibility, 40.82% Intensive, 10.97% ARRA, 60.70% State Reserve spent of projected through November 30, 2010. This is due to the priority of expenditures being given to State Reserve and ARRA. State Reserve has been extended to 3/31/11 but projected to be spent in January.)

Jennifer Kelly reviewed the first quarter monitoring response, submitted by Arbor, with the committee. An official response, noting additional concerns regarding their response, was issued to Arbor on November 22, 2010. A clearance letter was issued to Arbor on November 22, 2010.

The second quarter monitoring of the Arbor grant was conducted during the week, December 6-10, 2010. An official second quarter monitoring report will be issued to Arbor by no later than January 8, 2011.

Table of Contents

Strategic Plan 2009 - 2014

Executive Summary.

*The theme for our Strategic Plan is **"opportunities for all youth"**. The thinking and work performed by our Youth Council during the Strategic Planning session has created a framework that places a premium on the Youth Council using its resources and influence to ensure all youth have access to workforce development opportunities, as a result of the Youth Council's identification of the region's workforce development challenges, opportunities and solutions.*

This strategic plan emerged from discussion, analysis and formulation by the WorkLink Youth Council members. It was led by current Chairperson Kristi King-Brock and facilitated by a national workforce development consultant, Ricki Kozumplik.

The process was open, transparent, and inclusive. The Youth Council was guided by a set of guidelines that included an honest appraisal of:

- *information from the WorkLink Workforce Investment Board's strategic planning process;*
- *changes to the local community since the last strategic plan;*
- *potential changes the local community will face in the near future;*
- *recent and potential changes to the workforce development business's technology, suppliers, economy, customers' needs and preferences and government regulations;*
- *characteristics of a winning workforce system and Youth Council and an analysis of the current performance of each entity; and,*
- *current internal strengths and weaknesses, and external opportunities and threats.*

From that list, the Youth Council identified a set of current challenges that provided the basis for determining our vision, mission, and goals for the next year. The entire process gave those who participated an opportunity to re-examine our organizational values, our capabilities, products and services, and our customers.

This plan is our predetermined course of action. Of course, a plan that sits on the shelf is no plan at all – it is only a dream. In order to make the dream a reality, this plan has three main characteristics: First, it involves the future state of this Council. Second, it addresses the actions that we must take in order to achieve this future state. Finally, we have created personal and organizational identification with and ownership of the goals, objectives and action strategies that will determine our future.

Current and Future Community Trends Assessment and Assumptions.

Before creating a strategic plan, it is important to gather information from community leaders about the current workforce development issues, assess the recent changes in the region and the workforce development system business environment, as well as make assumptions about potential future changes in each category.

Focus Group and Survey Results Key Information

Our members reviewed the results of the focus groups and surveys that were conducted with businesses, economic development agencies, education, and youth and adult/dislocated worker service providers and determined the following should be considered when developing the Youth Council strategic plan:

Focus Group/Survey Category	Items to be Considered for the Youth Council Strategic Plan
Businesses	• Create a structure to ensure all programs are holding their youth accountable to demonstrate the following skill requirements and education levels: o Soft skills o Basic skills o HS Diploma/GED o Technical Certificate • Help educate parents on business requirements • Help businesses use WorkKeys • Help educators assess using WorkKeys
Service Providers	• Create youth buy-in • Create an understanding of the generation differences • Make workplace skills training mandatory • Hold the youth accountable • Revamp Vocational Education to address types, access, supply, and include vocational education to address key industries • Address education system process issues through existing mechanisms and also offer non-traditional options such as evening high school classes, divergent learning • Identify the youth's gaps in the business requirements and ensure that we integrate these skills into provider services through curriculum and work experience • Increase and develop pathways for all youth to work • Provide diverse training methods • Provide social workers in the schools

Local Past and Potential Future Accomplishments.

Members listed these as accomplishments for which they were most proud in the last year, and those activities they want to accomplish in the coming year:

Most Proud Accomplishment *(What we did.)*	Most Important to Complete *(What we will do.)*
- Coordinated youth needs for Anderson, Oconee, and Pickens counties - Hosted a Job Fair and enabled youth to attend - Served out of school youth through education, job readiness training, support, and remove their barriers - Worked with supporting partners - Have excellent diverse and engaged providers and agency leaders - Added PYC as a provider - Hosted a youth forum where we informed each other of the services - Came together as a council to focus on goals - Created a handbook - Funded the welding program	- Enter the "prevention" realm of serving youth versus just the "reaction" mode - Obtain additional funding by - - developing a systemic process to identify resources - securing additional funding outside of WIA dollars - Increase collaborations - - with youth ministries - by initiating more collaborative activities - by coordinating with civic and other groups for "boot on the ground" efforts to reach youth with more than just money - by inviting the community to participate - Reach more in-school and at risk Youth by - being more visible to youth - offering more and clearer ads using the appropriate channels

Youth Council Values.

The following Youth Council values were identified from the accomplishments list:

- Customer focused and driven
- Strong advocate for all youth
- Bold initiatives
- Positive approach
- Embracing diversity
- Reliable and professional

- Responsibility, accountability and integrity
- Prevention as well as intervention
- Appropriate use and scope of resources
- Collaboration of the community, faith-based organizations, business, and education partnerships

Focus Group/Survey Category	Items to be Considered for the Youth Council Strategic Plan
Economic Development Agencies	• Identify the youth's gaps in the business requirements • Ensure that we integrate these skills into provider services, through curriculum and work experience, to prepare an upcoming labor force that meets the needs of businesses. This will allow economic developers to promote our labor force in economic development activities
Education	• Assist youth to understand the importance of soft skills in the workplace • Provide contextual/ workplace academics • Provide Adult Ed/GED training and community support mentoring to assist students to "stay in school" • Increase the ways educators can connect with businesses • Increase parental/family involvement

Local Area Trends

Our members identified the following changes to the local community since the last strategic plan and the anticipated changes during the next year:

- Increase in
    - gang activity
    - the dropout rate
    - teen pregnancies
    - substance abuse
    - drug dealing
    - crime
    - domestic violence

  which causes an increase in the need and activities of child protective services;
- Reduced youth employment;
- Fewer 4-year degree seekers;
- Reduction of services to youth;
- Change in population;
- Loss of manufacturing jobs;
- Higher unemployment rate;
- Change in performance measures for youth services;
- More involvement by/with the Youth Council;
- Increase in the need for "meaningfulness" regarding career choice and unrealistic expectations (individuals want to start in the workplace as the president of the company);
- East/west connector;
- Received stimulus money;
- Leadership changes—governmental at all levels, WIB leadership and staff;
- More collaboration among partners;

- More education opportunities for youth which now may be limited due to lack of funds and youth not meeting the criteria to enter those opportunities;
- Push for efficiency -- which may result in fewer workers doing more tasks;
- Push to be more energy efficient and environmentally friendly ("green" jobs);
- Implementation EEDA/pathways; and
- Increased use of technology (texting which negatively impacts face-to-face communication).

Workforce Development Business Environment Changes:

The following chart identifies the recent changes and the anticipated changes to the business environment of the workforce development industry within 6 categories: funding, technology, services, government regulations, business customers' needs and preferences, and, youth customers' needs and preferences.

Workforce Development Business Environment	
Category	**Future Changes**
Funding	• Lots of stimulus funding without clarification on regulations/outcomes and a short time frame to spend it • Infrastructure with stimulus dollars may disappear in a few years • There is a growing need to procure additional funding (other than WIA)

Technology	• Everywhere and rapid growth/change
	• Expense is high, especially for tech support for youth at home
	• Provides opportunities for connectivity to:
	   o Jobs
	   o Mentors
	   o Program staff/faculty
	   o Parents and families
	• Provides opportunities to be fast, but maybe not complete

Services	• We need to provide service to all youth • There is a need for more collaboration – more seamless delivery • We need a community asset map
Government Regulations	• We must consider the needs of all youth • Restrictions on qualified participants • We need to use different eligibility criteria (free/reduced lunch, WIC, etc.) but those most in need have challenges with going through the "hoops" effectively
Business Customers' Needs/ Preferences	• Increase in soft skills training (this may be impacted since they will have a larger pool from which to choose) • Employees who can do multiple tasks/jobs • Basic technology skills • Dependable people

Workforce Development Business Environment	
Category	**Future Changes**
Youth Customers' Needs/ Preferences	• Increase in basic and soft skills • Education – high school diploma/GED • Confidence • Jobs • Accept jobs for which they are over qualified • Entrepreneurship

Profiles of Successful Youth Councils and Workforce Development Youth Systems.

The following charts identify the characteristics of successful Youth Councils and workforce development youth systems in 5 –10 years, the importance of each characteristic and, the current performance using the following scales:

Importance
1 = Extremely Critical
2 = Very Critical
3 = Critical
4 = Extremely Important
5 = Very Important
6 -= Important
7 = Extremely Beneficial
8 = Very Beneficial
9 = Beneficial

Current Performance
1 = Almost Perfect
2 = Excellent
3 = Good
4 = Some Strength (on the balance)
5 = Neutral
6 = Some weakness (on the balance)
7 = Poor
8 = Very Poor
9 = Abysmal

Successful *Youth Council* Characteristics

Characteristic	Future Importance	Current Performance
No government interference	1	9
Visionary	1	6
Fully engaged/committed	1	4
Divers membership0 (includes youth, business, and, faith based organization representation)	1	6
Educated about its role	1	4
Addresses all youth (not just WIA eligible)	1	7.5
Has complimentary programs	2	8
Supports all providers (not just WIA providers)	2	7
Leverages funds/focuses funds	1	8
Has diverse opportunities for youth input	1	8
Has a strong connection to education (all levels), businesses and faith-based organizations	1	8

Successful *Workforce Development System* Characteristics

Characteristic	Future Importance	Current Performance
No government interference	1	9
Collaborative/cooperative	1	6
Local oversight	5	8
Needs aligned with services (including the fact that services would be exciting/fun/engaging)—Holistic (all aspects of youth development addressed)	1	7
Inclusive	3	6
Seamless	3.5	6
Empowering	2	6
Efficient	3	6
Well Branded/Well Known	1	8
Creative	4	6
Well funded – diversified/multiple funding sources	1	7
Developmentally responsive (respond to the needs of the individual based on their development level, not their age)	3	6
Without walls (we go to customers, they do not always have to come to us)	4	8.5
Customer-driven (youth and business) and not performance measure driven	1	7

Characteristics to Address to Become More Successful

The members identified the following characteristics as most in need of attention in order to become more successful:

Group	Characteristic
Youth Council	• Has diverse opportunities for youth input • Has a strong connection to education (all levels), businesses and faith-based organizations • Leverages funds/focuses funds • Addresses all youth (not just WIA eligible)
Workforce System	• Well Branded/Well Known • Needs aligned with services (including the fact that services would be exciting/fun/engaging)—Holistic (all aspects of youth development addressed) • Well funded – diversified/multiple funding sources • Customer-driven (youth and business) and not performance measure driven • Collaborative/cooperative

SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis

The SWOT analysis identified the following strengths, weaknesses, opportunities and threats for the region. Strengths and weaknesses are internal to the organization and system and ones over which the Youth Council has control. Opportunities and Threats are external to the Youth Council and therefore are not under their control. In order to be considered an opportunity, the Youth Council must have an internal strength that would allow them to take advantage of it.

Strengths (What internal strengths bring us a competitive advantage?)	Weaknesses (What internal weaknesses might inhibit our abilities to meet our mission and vision?)
• Diversity of perspective and experience of members • Connections to agencies , services, community • Involved, capable, passionate council, chair and vice chair • Engaged, dedicated members	• Government regulations (DOL, DOC) • Understanding /interpretation of those government regulations • Operate in a garmented system of providers • Lack of collaboration • Lack of knowledge about available resources • Dissemination of information in schools/businesses/agencies/community • Lack of involved parents • Lack of other funding streams

Opportunities (Of what external opportunities will our strengths allow us to take advantage)	Threats (What external influence might inhibit us in reaching our mission and vision?)
• Link more purposefully with other groups/funding sources/programs • Provide leadership for future youth system direction • Reach all youth more effectively • Enhance brand/reach into the community • Expand focus to include prevention versus only intervention • Become more family oriented (serve all members of the family as needed) • To collaborate	• Review of WIA • Loss of jobs • Funding Sources • Lack of employment opportunities outside of service industry • State of the economy • Increase in Child protective services, domestic violence, etc. caused by the above threats which causes a downward spiral for the community

Youth Council Vision.

Our vision provides a directional statement; a "picture" of a future state of the organization (what we are striving to become); it provides inspiration; it gives a framework for our area of influence/responsibility.

"To have all youth educated and prepared for self-sufficiency in work and in life."

Youth Council Mission.

Our mission is a brief description of the organization's fundamental purpose (what we do)/reason for existence, articulated for those inside and outside of the organization.

"The WorkLink Youth Council facilitates collaboration and the delivery of services for all youth, leading to educational, workplace and personal success."

Strategic Goals.

Our goals grew out of an analysis of the region's focus group and survey results, recent and potential changes within the community and the workforce development industry, our identification of the characteristics of successful/winning workforce systems and Youth Council, and, the SWOT analysis. We chose to have four goals for this strategic plan that were directed at our four most immediate challenges:

1) *There is a lack of system-wide coordination of services due to the service providers' lack of knowledge about each other's services,*
2) *Youth have a lack of work ethics, soft skills, and basic skills,*
3) *Family units are weak and there is no structured system to support them, and,*
4) *The region has a high dropout rate for HS and 2 year degrees.*

The goals based on the above immediate challenges show us what our world will look like when we have accomplished our objectives.

The Youth Council's Four Goals.

- Integrate work systems and process
- Improve work ethic and soft skills of youth
- Strengthen family units/improve services to families
- Increase graduation rate (HS +2 year college)

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The Youth Council's Four Goals.

- Integrate work systems and process
- Improve work ethic and soft skills of youth
- Strengthen family units/improve services to families
- Increase the number of youth who are completers and employed in jobs paying more than minimum wage.

The objectives for each goal are the measurable statements towards which our efforts are directed. Each objective contains three elements: a specific statement of what is to be accomplished, a standard by which we can measure the accomplishment, and a timeframe and deadline within which to accomplish the objective. Finally, Strategies are the specific steps which need to happen to bring completion to the objective, and eventually, the goal.

The Youth Council and its sub-committees will assess the attainment of objectives at each meeting to assess progress on the successful completion of our goals.

Goals, Objectives and Action Strategies Narrative.

Goal I.   Integrate work systems and process

*The **Service Integration Committee** oversees the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.*

Key Objective:

A.   By June 30, 2010 develop/create a service mapping data base of local resources.

Key Action Strategies:

1. Gain approval to hire a consultant for service mapping process.

2. Procure consultant for service mapping process.

3. Establish/identify service mapping parameters.

4. Research resources.

5. Develop/ purchase database to house service map information.

6. Collect/Input service map data.

7. Disseminate the product.

8. Provide training to users.

9. Identify/ address gaps in community service.

10. Establish maintenance process.

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The Youth Council and its sub-committees will assess the attainment of objectives at each meeting to assess progress on the successful completion of our goals.

Goals, Objectives and Action Strategies Narrative.

Goal I. **Integrate work systems and process**

The **Service Integration Committee** oversees the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.

Key Objective:

A. By June 30, 2011 enhance the service mapping data base by identifying faith base organizations, churches, and service organizations for families in the three county areas.

Key Action Strategies:

1. Establish/identify service mapping parameters.

2. Research resources.

3. Collect/Input service map data.

4. Disseminate the product.

5. Provide training to users.

6. Identify/ address gaps in community service.

7. Establish maintenance process.

Goal II. **Improve work ethic/soft skills, and basic skills**

The Work Readiness Committee will be responsible for the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.

Key Objective:

    A.   By June 30, 2012, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%.

Key Action Strategies:

    1.   Improve work ethic/soft skills, and basic skills.

    2.   Establish the baseline.

    3.   Teach the soft skills.

    4.   Evaluate progress yearly.

Key Objective:

    B.   Improve awareness and Implementation of WorkKeys.

Key Action Strategy:

    1.   Work with WIB Business Partnership and Workforce Skills and Education Committees to address this.

Goal III. **Strengthen family units/ improve services to families.**

The Family Services Committee will oversee the attainment of this goal, its key objectives, and strategies to facilitate its successful attainment.

Key Objective:

    A.   Improve access by introducing a minimum of 60% of the families served through WIA to available services during PY 09.

Key Action Strategies:

    1.   Offer family solutions programs (FSP) and/or intensive family services (IFS)

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Goal II. **Improve work ethic/soft skills, and basic skills**

*The **Work Readiness Committee** will be responsible for the attainment of this goal and will be responsible to complete the objectives and strategies to facilitate its successful attainment.*

Key Objective:

    A.   By June 30, 2012, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%.

Key Action Strategies:

    1. Improve work ethic/soft skills, and basic skills.

    2. Establish the baseline.

    3. Teach the soft skills.

    4. Evaluate progress yearly.

Key Objective:

    B.   Improve awareness and Implementation of WorkKeys.

Key Action Strategy:

    1. Work with WIB Business Partnership and Workforce Skills and Education Committees to address this.

Goal III. **Strengthen family units/ improve services to families.**

*The **Family Services Committee** will oversee the attainment of this goal, its key objectives, and strategies to facilitate its successful attainment.*

Key Objective:

    A. Introducing 90% of our partners to family services available in our geographical area.

2. Require service providers to distribute appropriate information /materials on education options to parents/adults in the family.

3. Offer by June 10, 2010 a "services fair" to families (free of charge) to feature community services /programs.

4. Use results of Youth forum to guide planning efforts by August 1, 2009.

5. By July 2009, engage FBOs in programming plans and activities.

Goal IV.   Increase graduation rate (HS/2 years of college).

The Education Committee oversees the attainment of this goal, objectives and strategies to facilitate its successful attainment.

Key Objective:

A.   Increase the graduation rate of high school students in AOP by ____% by 2014.

Key Action Strategies:

1. Address:
   -Idle teens (16-19)
   -Recent dropouts
   -Certificate students
   -Transition students
   -Upper youth (20-21)
   -Others who move into AOP.

2. Advocate for improved state policies, local awareness and responsiveness regarding high school dropouts.

Key Objective:

B.   Increase the rate of continuation into post secondary programs by (#) by (date).

Key Action Strategy:

1. Develop a system wide mentoring program.

Key Objective:

C.   Increase the graduation rate of students who enter post secondary occupation programs by (#) by (date).

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Key Action Strategies:

1. Hold round table discussions with partners, agencies, and community services in the three county areas. Training provided by 211.

2. Encourage partners to distribute appropriate information /materials on education options to parents/adults in the family.

3. Offer by June 10, 2010 a "services fair" to families (free of charge) to feature community services /programs.

4. Use results of Youth forum to guide planning efforts by August 1, 2009.

5. By July 2011, engage FBOs in programming plans and activities.

Goal IV. **Increase the number of youth who are completers and employed in jobs paying more than minimum wage.**

*The **Education Committee** oversees the attainment of this goal, objectives and strategies to facilitate its successful attainment.*

Key Objective:

A. Produce 240 general completers by June 30, 2014.
B. Produce 35 postsecondary completers by June 30, 2014.
C. Place 150 youth in jobs paying more than minimum wage by June 30, 2014.

Key Action Strategies:

1. Address:
    -Idle teens (16-19)
    -Recent dropouts
    -Certificate students
    -Transition students
    -Upper youth (20-21)
    -Youth who move into the service area and are not enrolled in school.

2. Advocate for improved state policies, local awareness and responsiveness regarding high school dropouts.

3. Develop a system wide support infrastructure (e.g., mentoring, transportation, life skills training, tutoring, community resources data bank, etc.).

Key Action Strategy:

    a. Develop a system wide mentoring program.

Goals, Objectives, Strategies and Action Steps Chart

The following displays the above Youth Council's goals, objectives, and strategies within a chart. The fifth and sixth columns indicate the action steps for each strategy and the committee responsible for overseeing the completion of the goal.

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee

Service Providers are working in silos	Integrate work systems and process	By June 30, 2010 develop/ create a service mapping data base of local resources	Gain approval to hire a consultant for service mapping process	- Develop time table for implementation
				- Identify funding
				- Gain approval from
				  o Youth Council
				  o Admin and Finance Com
				  o WIB
					Service integration

			Procure consultant for service mapping process	- Identify groups in university that could help create/ maintain data base
				  o look at local university grad students and professors
				  o utilize Clemson University grad students
				  o Check out Clemson research possibilities
				- Identify research entities
				- Research appropriate entity to create mapping resource
				- Follow procurement procedures
				- Appoint/hire someone to collect data
				- Hire consultant
				- Evaluate firms for "best fit"	

			Establish/ identify service mapping parameters	- Identify all stakeholders
				- Define information needed about each service
				- Determine which services need to be included within the database
				- Decide audience access
				  o partners
				  o organizations
				  o businesses
				  o families
				  o community
				- Decide who qualifies as a service provider to be on database
				- Identify list of agencies to participate	

			Research resources	- Decide method of delivery (web-based, book, database) - Gather available United Way offices' current information - Identify youth partners in AOP - Research current data on service providers	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
			Develop/ purchase database to house service map information	• Utilize o VISTA members o AmeriCorps volunteers • Review sample service mapping resources • Research current systems in use • Identify other sample completed service maps • Contact SC Youth Council to see if any have done mapping • Review First Steps Resource mapping • Research 211, ASA book of services • Review /research www.indvserves.com website and templates • Design system • Evaluate Synchronist to see if it will support services of providers • Research database management entities • Evaluate database for "best fit" • Evaluate cost of database • Follow procurement procedures • Purchase database system	
			Collect/ Input service map data	• Communicate the need for a service map to all youth service agencies • Advocate/solicit partner involvement o Local church time/talent banks o Talk to local service clubs o Talk to retiree groups • Address service groups in AOP • Write/communicate guidelines for input and/or maintenance of partner information • Collect data • Input information	
			Disseminate the Product	• Develop marketing plan for database	

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WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
			Provide training to users	• Market service mapping resource • Define method for letting partners know of database • Train staff on how to use the service map database • Train partners to update information • Provide training to school counselors, teachers, students, FBOs, community on how to use map	
			Identify/ address gaps in community services	• Do gap analysis • Disseminate to Youth Council, WIB, service providers and partners • Determine how to address gaps	
			Establish maintenance process	• Identify how to keep system updated • Identify/provide entity/person for prompting service map database upkeep • Monitor for appropriate content • Appoint someone to review database for out-of-date incorrect information	
Lack of work ethics, soft skills, basic skills	Improve work ethic/ soft skills, and basic skills	By June 30, 2012, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%	Establish the baseline	• Review data from the surveys • Provide the WIB with the survey scores of the youth on work readiness/soft skills • Finalize the baseline data	Work Readiness
			Teach the soft skills	• Research work readiness/soft skills curriculum • Choose/create work readiness/soft skills curricula • Implement work readiness/soft skills curricula in all agencies	
			Evaluate progress yearly	• Survey businesses annually to determine increase in work readiness/soft skills of youth	
		Improve awareness and Implementation of WorkKeys	Work with WIB Business Partnership and Workforce Skills and Education Committees to address this	See action plans of WIB committees	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
Weakened family units/ Not enough focus on families – no structured system for support	Strengthen family units/ improve services to families	Improve access by introducing a minimum of 60% of the families served through WIA to available services during PY 09	Offer family solutions programs (FSP) and/or intensive family services (IFS)		Family Services
			Require service providers to distribute appropriate information /materials on education options to parents/adults in the family	• Determine what information needs to be distributed • Develop/collect information • Determine distribution process • Implement process • Evaluate results	
			Offer by June 10, 2010 a "services fair" to families (free of charge) to feature community services /programs		
			Use results of Youth forum to guide planning efforts by August 1, 2009		

			By July 2009, engage FBOs in programming plans and activities	• Identify FBO's and contact persons in AOP
				  o Contact existing groups/ Associations
				  o Develop a list/database of FBOs in service area
				  o Find organizations
				  o Contact organizations
				• Identify 3 representative contacts of FBOs to serve on Youth Council (or subcommittee)
				  o review the FBO list
				  o determine key contacts
				• Create "buy-in"
				  o invite key contacts to Youth Council meeting
				  o Train/orient key contacts to Youth Council/subcommittee
				  o provide youth Council Strategic Plan
				• Implement a joint plan to work together to serve the families
				  o convene the FBOs for a discussion of key issues	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
Youth don't have adequate education (HS/2 years college)	Increase graduation rate (HS/2 years of college)	Increase the graduation rate of high school students in AOP by __% by 2014	Address: -Idle teens (16-19) -Recent dropouts -Certificate students -Transition students -Upper youth (20-21) -Others who move into AOP —12 (early prevention)	regarding strengthening family units o develop a plan o find funding to implement the plan o Implement cooperative strategies • Determine the issues pertinent to each group • Develop solutions to those issues • Implement solutions • Evaluate their impact	Education
			Advocate for improved state policies, local awareness and responsiveness regarding high school dropouts	• Identify state and local policies that negatively impact high school graduation rates • Create discussion points for legislative meetings • Meet with legislators to educate them on policies	
		Increase the rate of continuation into post secondary programs by (#) by (date)	Develop a system wide mentoring program		
		Increase the graduation rate of students who enter post secondary occupation programs by (#) by (date)	Develop a system wide mentoring program		

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee

Service Providers are working in silos	Integrate work systems and process	By June 30. 2011 enhance the service mapping data base by identifying faith base organizations, churches, and service organizations for families in the three county areas.	Establish/ identify service mapping parameters	• Identify all stakeholders
				• Define information needed about each service
				• Determine which services need to be included within the database
				• Decide audience access
				  ○ partners
				  ○ organizations
				  ○ businesses
				  ○ families
				  ○ community
				• Decide who qualifies as a service provider to be on database
				• Identify list of agencies to participate
					Service Integration

			Research resources	• Identify youth partners in AOP
				• Research current data on service providers
				• Utilize
				  ○ VISTA members
				  ○ AmeriCorps volunteers
				  ○ Intern
				• Review sample service mapping resources
				• Research current systems in use
				• Identify other sample completed service maps
				• Contact SC Youth Council to see if any have done mapping
				• Research 211, ASA book of services
				• Review /research www.indyserves.com website and templates	

			Collect/ Input service map data	• Communicate the need for a service map to all youth service agencies
				• Advocate/solicit partner involvement
				  ○ Local church time/talent banks
				  ○ Talk to local service clubs
				  ○ Talk to retiree groups	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
				• Address service groups in AOP • Write/communicate guidelines for input and/or maintenance of partner information • Collect data • Input information	
			Disseminate the Product	• Develop marketing plan for database • Market service mapping resource • Define method for letting partners know of database	
			Provide training to users	• Train staff on how to use the service map database • Train partners to update information • Provide training to school counselors, teachers, students, FBOs, community on how to use map	
			Identify/ address gaps in community services	• Do gap analysis • Disseminate to Youth Council, WIB, service providers and partners • Determine how to address gaps	
Lack of work ethics, soft skills, basic skills	Improve work ethic/ soft skills, and basic skills	By June 30, 2012, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%	Establish the baseline	• Review data from the surveys • Provide the WIB with the survey scores of the youth on work readiness/soft skills • Finalize the baseline data	Work Readiness
			Teach the soft skills	• Research work readiness/soft skills curriculum	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
				• Choose/create work readiness/soft skills curricula • Implement work readiness/soft skills curricula in all agencies	
			Evaluate progress yearly	• Survey businesses annually to determine increase in work readiness/soft skills of youth	
		Improve awareness and Implementation of WorkKeys	Work with WIB Business Partnership and Workforce Skills and Education Committees to address this	• See action plans of WIB committees	
Weakened family units/ Not enough focus on families – no structured system for support	Increase awareness and resources available to family units.	Introduce 90% of our partners to family services available in our geographical area.	Hold round table discussions with partners, agencies, and community services in three county areas.	• To hold Information Session for Anderson County and combine session for Oconee and Pickens Counties. Training provided by 211.	Family Services
			Encourage partners to distribute appropriate information /materials on education options to parents/adults in the family	• Determine what information needs to be distributed • Identify and collect information for 211 system • Determine distribution process • Implement process	
			Offer by June 10, 2010 a "services fair" to families (free of charge) to feature community services /programs	Accomplished - May 22, 2010 @Tri County Technical College, Pendleton Campus 8:30am-12:30pm.	
			Use results of Youth Forum to guide planning efforts by August 1, 2009	Accomplished- Youth Forum 2010 meetings held March 1, 2010-May 4, 2010.	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee

			By July 2011, engage FBOs in programming plans and activities	• Identify FBO's and contact persons in AOP
				  ○ Contact existing groups/ Associations
				  ○ Develop a list/database of FBOs in service area
				  ○ Find organizations
				  ○ Contact organizations
				• Identify 3 representative contacts of FBOs to serve on subcommittee
				  ○ review the FBO list
				  ○ determine key contacts
				• Create "buy-in"
				  ○ invite key contacts to Youth Council meeting
				  ○ **Encourage Church Associations**
				  ○ Train/orient key contacts to subcommittee
				  ○ provide youth Council Strategic Plan
				• Implement a joint plan to work together to serve the families
				  ○ convene the FBOs for a discussion of key issues regarding strengthening family units
				  ○ develop a plan
				  ○ Implement cooperative strategies	

Too many youth are disengaged from school and work.	Increase the number of youth who are completers[ii] and employed in jobs	Produce 240 general completers by June 30, 2014. Produce 35 postsecondary completers[iii] by June 30, 2014.	Address: -Idle teens (16-19) -Recent dropouts -Certificate students -Transition students -Upper youth (20-21) -Youth who move into the service area and are not enrolled in school.	• Determine the issues pertinent to each group. • Identify promising, practical solutions to each issue. • Implement action plans. • Evaluate results. • Engage appropriate WIA partners to assist in accomplishing goals and successes for all youth.	**Education**

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
	paying more than minimum wage.	Place 150 youth in jobs paying more than minimum wage by June 30, 2014. (See end notes.)	Advocate for improved state policies, local awareness and responsiveness regarding high school dropouts.	• Identify state and local policies and practices that negatively impact completion rates. • Create discussion points for meetings with key stakeholders. • Conduct roundtables or focus groups with stakeholder groups. • Develop action plans (including specific areas of responsibility and follow-up milestones).	
			Develop a system wide support infrastructure (e.g., mentoring, transportation, life skills training, tutoring, community resources data bank, etc.).		

End notes

i Not high school graduates (or GED completers), not in school, and not employed.
ii General completers means youth who complete a high school diploma, GED, certificates, and credentials.
iii Postsecondary completers means youth who earn any credential (certificate, diploma, or associate's degree) from a regionally accredited institution of higher education.

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BLANK ON PURPOSE

WorkLink Youth Council

Comprehensive Strategic Plan

2009 - 2014

Produced April 2009
Approved by the WorkLink WIB May 2009

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WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
				• Address service groups in AOP • Write/communicate guidelines for input and/or maintenance of partner information • Collect data • Input information	
			Disseminate the Product	• Develop marketing plan for database • Market service mapping resource • Define method for letting partners know of database	
			Provide training to users	• Train staff on how to use the service map database • Train partners to update information • Provide training to school counselors, teachers, students, FBOs, community on how to use map	
			Identify/ address gaps in community services	• Do gap analysis • Disseminate to Youth Council, WIB, service providers and partners • Determine how to address gaps	
Lack of work ethics, soft skills, basic skills	Improve work ethic/ soft skills, and basic skills	By June 30, 2011, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%	Establish the baseline	• Review data from the surveys • Provide the WIB with the survey scores of the youth on work readiness/soft skills • Finalize the baseline data	Work Readiness
			Teach the soft skills	• Research work readiness/soft skills curriculum	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
				• Choose/create work readiness/soft skills curricula • Implement work readiness/soft skills curricula .	
			Evaluate progress by June 30, 2014.	• Survey businesses to determine increase in work readiness/soft skills of youth	
		Improve awareness and Implementation of WorkKeys	Work with WIB Business Partnership and Workforce Skills and Education Committees to address this	• See action plans of WIB committees	
		Introduce 90% of our partners to family services available in our geographical area.	Hold round table discussions with partners, agencies, and community services in three county areas.	• To hold Information Session for Anderson County and combine session for Oconee and Pickens Counties. • Training provided by 2-1-1.	Family Services
Weakened family units/ Not enough focus on families – no structured system for support	Increase awareness and resources available to family units.		Encourage partners to distribute appropriate information /materials on education options to parents/adults in the family	• Determine what information needs to be distributed • Identify and collect information for 211 system • Determine distribution process • Implement process	
			Offer by June 10, 2010 a "services fair" to families (free of charge) to feature community services /programs	Accomplished - May 22, 2010 @Tri County Technical College, Pendleton Campus 8:30am-12:30pm.	
			Use results of Youth Forum to guide planning efforts by August 1, 2009	Accomplished- Youth Forum 2010 meetings held March 1, 2010-May 4, 2010.	

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Meet with staffing agencies, colleges and other service agencies.

Find out how to work from home or start your own business.

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South Carolina
Local Workforce Investment Board Standards

July 2007

As of October 21, 2010

Introduction

The extensive work that went into the development of the South Carolina Workforce Investment Board 2007 strategic plan highlighted a need for economic and workforce development to work more closely together to improve the economic vitality of the state and a need for strengthening the connection between the State Workforce Investment Board (SWIB) and the local workforce investment boards (LWIBs).

LWIB standards are a step in meeting those needs. They establish and communicate clear expectations to the state's 12 LWIBs, local elected officials, and other workforce development stakeholders. LWIBs operating at the levels established in the standards take strategic and collaborative approaches to their mission, make well-informed economic judgments about the regions they serve, and invest smartly in a set of focused objectives. Note that at this stage the standards speak to activities within the LWIB's jurisdiction. Regional cooperation (actions that appropriately cut across LWIB boundaries where labor markets so indicate) is encouraged, but not required. LWIBs should, however, be thinking in terms of what regional interactions would make sense and should engage in joint planning where appropriate. Regionalism may be a focus of the next generation of standards. Similarly, local LWIBs are encouraged to engage in sector-based strategies and may find an emphasis on such approaches in future state policies and updates to the standards. Developing LWIB standards is not a static process, but will evolve as the workforce system must adapt to an increasingly complex and dynamic economic environment.

Key Principles Guiding Standards Development and Implementation

The SWIB wants all LWIBs to be successful and recognizes that success can take various forms in different places and under different circumstances. The SWIB is seeking to improve the opportunity for success by building a set of standards that:

- Reflect increased partnering with economic development and educational entities;
- Are grounded in a continuous improvement system;
- Ensure LWIBs have a strategic vision and plan that go beyond meeting the performance measures for Title I of the Workforce Investment Act;
- Are focused primarily on results.

These efforts by all LWIBs, working in concert with each other and with the SWIB, prepare South Carolina to successfully compete for jobs and investments, creating a competitive workforce advantage. The standards ask LWIBs to perform at a high strategic level, and to serve either as the lead coordinating body or as a key member of local coalitions to build a skilled workforce that meets business needs. Such proactive LWIBs serve as catalysts for innovative approaches to a wide range of regional

challenges and opportunities. With broad community and stakeholder representation, LWIBs can increase opportunities for local and regional success in addressing difficult workforce issues.

Process for Developing and Implementing LWIB Standards

A workgroup comprised of business representatives of the 12 local boards prepared standards that could be implemented across the state. The strategic plan adopted by the State Board served as a guide to ensure alignment among the LWIB standards, state strategic goals, and the workgroup's guiding principles listed above.

The process included:

- A review of the State Board's strategic plan;
- A review of other states' LWIB standards;
- Multiple meetings of the Local Board Standards Workgroup to work through concepts, principles, draft standards, and accountability measures;
- The development of an assessment model to guide the process over time;
- Engagement with US Department of Labor to validate compliance requirements.
- Final presentation to and adoption by the State Board.

LWIB Standards Review Process

The Local Board Standards review process will include both a desk review and an on-site review. The desk review will be completed by South Carolina Department of Employment and Workforce (DEW) staff based on information provided by the local areas, while the on-site review will be conducted by a four-person Review Team consisting of a SWIB member and a representative from education, economic development, and business. During the on-site review, the Review Team will interview local partners, providers, and Board members.

Parts of the Local Board Standards will be used to certify local boards *(denoted with an asterisk (*) in the Standards)*. Local Board Certification is assessed by DEW staff according to WIA Section 117(c) and is based on the outcomes of the following Standard or sub-Standard elements:

I.	Board Establishment
V.A.	Support for Youth: Youth Council
VI.	Fiscal and Performance Accountability

Local Boards will receive two separate ratings, one for WIA Board Certification and another for performance on all seven Standard elements. Ratings will be indicated as a "Meets" or "Does Not Meet".

LWIB Standards and Their Indicators/Measures

I. Board Establishment*

The composition and appointment of the Local Workforce Investment Board complies with criteria established in WIA Regulation, Section 117.

A. The LWIB includes appropriate membership with optimum authority from local businesses, educational entities, labor organizations, community based organizations, economic development entities, and one stop partners.

B. Members of the board that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations agencies, or entities

C. A majority of the members shall be owners, chief executives, chief operating officers, or other business executives with optimum policy making or hiring authority of businesses and the chairperson of the LWIB shall be elected from these representatives.

II. Strategic Planning

The LWIB has a clear strategic plan that goes beyond meeting minimal WIA metrics.

A. The LWIB has a strategic plan covering at least a five year period that outlines and establishes its goals and actions and includes:

1. A comprehensive local labor market analysis;

2. Community input;

3. Coordination and alignment with economic development strategies;

4. Feedback to the community;

5. Alignment with the SWIB's plan;

6. Metrics for success;

7. Elements that address the needs of all businesses — small, medium, and large;

8. Annual updates, at a minimum, to keep the plan current.

B. The LWIB has completed a publicly available and widely disseminated workforce report, which includes an up-to-date analysis of workforce and labor market issues for its area, and has translated the issues into key workforce themes that can be understood by the general public.

C. The LWIB has sought input on its strategic plan and goals from major stakeholders and has communicated the final plan and goals to them to maintain buy-in.

D. There is evidence of LWIB collaboration with stakeholders that can help advance the strategic direction.

III. Resource Alignment

The LWIB has aligned with relevant resources such as local workforce, education, economic development programs and initiatives to develop solutions to the unique workforce challenges facing the area.

A. The LWIB set its strategic direction and mapped relevant local workforce resources against the key workforce challenges identified in the strategic plan.

B. The LWIB coordinates, aligns, and leverages resources from other partners in the workforce system as well as local and regional educational institutions (e.g., technical colleges, state university system, private universities, local school boards and career and technical education programs) that can support its strategic direction.

C. Non-WIA resources, including private sector, foundation and other public sources, are leveraged by the LWIB to support local initiatives and strategic direction.

IV. Support of a Quality One-Stop System

The LWIB ensures that One-Stop system provides excellent and fully accessible services to both employers and job seekers.

NOTE: This Standard is being phased in. Formal guidance outlining processes and expectations has not yet been communicated to the Local Workforce Investment Boards. Initially LWIBs will only be evaluated on their work towards implementation of the One-Stop System Standard (e.g., committees established, completed One-Stop Certification Self Assessment, etc.)

A. The local board has provided a clear vision and guidance for One Stop Career Centers that is aligned with its strategic plan goals which include the following concepts:
   1. Labor market analysis drives guidance
   2. Workforce reintegration is determined by the needs of business
   3. One stop services are provided in a graduated and sequenced menu style approach

4. One stop services are provided as part of a statewide aggressive reintegration process into the workforce
5. Technology innovations provide customers single point access and flexibility

B. The local board has entered into a memorandum of agreement with one stop partners which holds a single manager accountable for the One Stop operations (services, cost, and methods of referral between partners.)

C. The local board requires a business plan for One Stop Career Center Operations which is in alignment with the Local Area Strategic Plan.

D. The local board has set actionable performance goals for One Stop operations.

E. Local Board decision making is data and demand driven and uses appropriate scorecards and metrics. They develop demand driven business plans and goals and regularly gauge the effectiveness of the One Stop System in achieving strategic initiatives and goals.

F. The local board ensures that business service delivery strategies are in place to meet changing needs of business.

G. The LWIB has successfully chartered appropriate One Stop system locations.

V. Support for Youth

The LWIB has established a youth strategy that includes an analysis of the needs of the area's youth population in general, aligns with the local labor market analysis and the state's EEDA and K-16 priorities, and has taken action to implement a relevant strategy for youth in the area. Such action may be to act as convener for local stakeholders or to identify a key focus area that will make a measurable difference for all youth or selected segments of the youth population.

A. The LWIB has appointed a Youth Council which includes appropriate community representation with interest and expertise in youth policy and programs.*

B. The LWIB's Youth Council has a comprehensive strategic plan that aligns with both the LWIBs and the State's strategic plan.

C. The LWIB Youth Council articulates its youth strategy to local education providers, youth service provider(s), and other potential partners and stakeholders and has a working plan to advance the strategy in the area.

D. The LWIB's Youth Council and its youth service providers ensure that youth programs under their control partner with private sector businesses and other entities to encourage a variety of work experience and learning opportunities.

E. The LWIB's Youth Council uses the WIA youth funds it oversees to leverage other funding for a wider impact on the local workforce investment area's youth population.

VI. LWIB Program and Funding Oversight

The LWIB ensures that local program and funding decisions reflect the priorities outlined in its strategic plan.

A. The LWIB is knowledgeable of all options for investing WIA funds and makes strategic decisions for their use.

B. The LWIB is involved in the process to allocate WIA funds, and other monies when appropriate, in accordance with its and the SWIBs strategic direction.

C. The LWIB receives appropriate feedback on financial investments to ensure its strategic direction is followed and funds are being properly expended.

D. The LWIB leverages and influences other workforce investment streams outside of WIA.

E. The local board sets its expectations for training providers and evaluates new applications and existing programs against expectations.

F. Continued funding and use of service providers is based on meeting expectations.

VII. Fiscal and Performance Accountability*

The LWIB maintains sound fiscal and performance practices and achieves its required outcomes.

The LWIB has met the following compliance requirements:

A. Has met the requirements of the common measures

B. Has resolved all outstanding audit exceptions and/or other monitoring issues, has a plan in place to resolve them, or has an appropriate appeal in process.

Denotes that a Standard or Sub-Standard is a WIA Local Board Certification Requirement.

Mark Sanford
Governor

SOUTH CAROLINA
DEPARTMENT OF COMMERCE

Joe E. Taylor, Jr.
Secretary

STATE WIA INSTRUCTION NUMBER: 07-02

TO: Local Workforce Investment Areas (LWIAs)

SUBJECT: Statewide Referral Policy on Youth Aging Out of Foster Care

ISSUANCE DATE: August 15, 2007
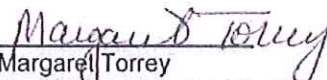
EFFECTIVE DATE: Immediately

PURPOSE: The purpose of this issuance is to transmit instructions for the development and implementation of the local area referral policy on youth aging out of foster care.

BACKGROUND: As you know, DOL's youth vision focuses upon serving the neediest youth, including those who are in foster care or are aging out of foster care. In order to systematically target this group for services in our statewide WIA system, the policy outlined below was developed. A workgroup comprised of local area administrators, State Youth Focus Team members and State workforce staff drafted the policy.

POLICY: When a youth in foster care enters the 11th grade or reaches the age of 17 (whichever occurs first), DSS staff will refer the youth to WIA to receive an introduction to the services available in the local one-stop and initial core services. It is expected that each local area one-stop system and DSS will develop a referral process to implement this policy. Once the local area one-stop system has developed its referral process, a narrative describing the process and/or a copy of the written policy and process is to be sent to the assigned Workforce Development Division Grants Manager.

INSTRUCTION: Each local workforce investment area, in collaboration with local DSS offices, is instructed to develop a referral process as outlined above and submit a narrative describing the process and/or a copy of the written policy and process to its assigned Grants Manager no later than October 31, 2007.

INQUIRY: Questions may be directed to Ms. Jessie C. Byrd at 803-737-2670 or jbyrd@sccommerce.com.

Margaret Torrey
Deputy Secretary for Workforce Development