

**WORKFORCE INVESTMENT CORPORATION**  
**Youth Committee Meeting Summary**  
**October 4, 2017 @ 11:00am**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Elaine Bailey	Amy Bradshaw	Berdina Hill
Tim Mays	Rick Murphy	Crystal Noble
Melissa Rosier	Gene Williams	

**Members Absent:**

Kristi King-Brock	Jason Duncan	Ray Farley
Robert Halfacre	William Mosley	

**Staff Present:**

Sharon Crite	Meredith Durham	Trent Acker
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**Guests Present:**

Karen Craven	Renee Alexander
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**I. Welcome and Introductions**

Mr. Trent Acker called the meeting to order at 11:01 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Introductions were made. Mr. Acker announced that although a quorum was present, all votes would be sent out electronically, due to the importance of having each committee member vote on the items needed. Ms. Sharon Crite will send out items for a vote after the conclusion of the meeting.

**II. Approval of 8-8-2017 Meeting Minutes**

The minutes from the 8/8/17 meeting were emailed with the meeting notice and included in the meeting packet. Mr. Acker called for corrections/amendments to the minutes.

**III. Palmetto Youth Connections Report**

Karen Craven, Palmetto Youth Connections Program Manager, reviewed the Palmetto Youth Connections PY'17 Monthly Update Report. This report reflects July 1, 2017-September 30, 2017.

- PYC currently has 60 projected carryover participants, 37 new enrollments with a total of 82 active enrollments.
- There are currently 7 in Work Experience (including carryover and new participants).

- There are 119 currently in follow-up. Follow-up is where PYC looks at retention and performance of the program. This number changes regularly due to participant flow in and out of the program.
- Ms. Craven provided performance data from PY'15. There has been no new performance data released for the committee to review.
- To date, Anderson has served 91 participants, 49 in Oconee, and 61 in Pickens.

Ms. Craven gave the committee a copy of the PYC PY'17 Dashboard, reflecting data from July 1, 2017 to June 30, 2018. In PY'17, PYC has served:

- 14 males (37%) and 23 females (63%).
- 17 Younger Youth (45%) and 20 Older Youth (55%).
- 100% are high school dropouts.
- 25 basic skills deficient participants (67%), which means the participant scored at or below 8.9 in reading or math.
- 20 unemployed (54%).

Ms. Craven referred the committee to the caseload breakdown, stating currently 201 participants are being served through PYC, including both active and follow-up.

- PYC has 91 Anderson County residents, 49 Oconee County residents, and 61 Pickens County residents in the program at this time.
- Ms. Craven referred to the Year to Date outcomes chart, which are performance measures being reviewed in real time. To date, there are 11 Measurable Skills Gains, that includes 9 credentials, 1 literacy numeracy gain, and 1 progress (participant did not move up education level, but made progress with math and reading). There have been 1 GED earned and 2 high school diplomas, and 6 occupational skills credentials (4 of which were hospitality/ServSafe and 2 CNA) for the first quarter. For first quarter placement rates, 71 were positively placed (2 in post-secondary and 69 in employment).
- As of PY'15 performance measures, PYC was meeting or exceeding all of the measures. At this time, there is no new performance data available to share with the committee.
- There were 5 WorkKeys certificates earned in the first quarter. Ms. Craven stated that there were 1 Gold and 4 Silver. Most participants enter the program with a WorkKeys score.
- Ms. Craven stated that Ann Marie Baker taught 109 Career Smart classes, of which there were 15 resumes created.

#### **IV. New Business:**

##### **a. PY'17 Grant Expenditures (7/1/17-8/31/17)**

Ms. Craven reviewed the expenditure budget report for PY'17, which can be found on page 1 in the packet, stating that as of the end of August, the budget is 13.6% expended. The total budget is \$645,357.24. Ms. Craven pointed to line item 2.9 (Work Experience) as a reminder that PYC has been tasked with spending 100% of the line item and 8.8% has been expended as of the end of August. A total number of hours to be provided are 5,760 and 509 hours have been provided through the end of August.

##### **b. PY'16 WIOA Youth Expenditures/SCDEW Report**

Mr. Acker referred to page 3, for a graph of WIOA Expenditures vs. Total Budget for Youth Program PY'16. The first column is WorkLink. Mr. Acker defined Other Staff and Operating Costs as anything

that is not attributed to a Participant Cost or to Staff Working Directly with Participants. When compared to the Adult and Dislocated Worker program, Participant Costs are proportionally almost always lower than the Staff Working Directly with Participants because there is much more case management involved. The State Workforce Board recently voted to approve Participant Costs to represent 30% expenditures as a floor for the Adult and Dislocated Worker program. Mr. Acker stated that this graph may change to reflect a more accurate representation. This report is sent to areas quarterly.

**c. PY'16 Final Youth Performance/SCDEW- No Report**

Mr. Acker referred to page 4 in the packet and noted that there is no current information to share. Ms. Sharon Crite stated that information should be shared on November 14, 2017.

**d. PYC Board Enrollment Goal July-Sept. 2017**

Ms. Sharon Crite referred to page 5 for PYC Board Enrollment Goal from July-September 2017. The board goal for enrollments is 156; the predicted carryover is 60; 37 participants have been enrolled, with a total of 97 enrollments.

**e. 2017 AOP BIS Showcase**

Mr. Acker turned the floor over to Rick Murphy to discuss the Anderson-Oconee-Pickens Business and Industry Showcase. Mr. Murphy stated that the showcase was well received. The surveys have been distributed to exhibitors and educators. Overall feedback has been good. Over 5,000 students from seven school districts participated in the Showcase. The only negative response has been that the students are more prepared than the businesses. More focus will be put on preparing businesses in the future.

**f. Review WIOA Fact Sheet: Youth Program**

Ms. Crite referred to page 6 for the WIOA Fact Sheet for Youth. The fact sheet should serve as a reminder for WIOA changes, including: the Youth Council is now called Youth Committee, 75% of funds have to be spent on out of school youth, 20% of funds have to be spent on work experience on ages 21-24, 5 new youth elements were added, eligibility, and age changes.

**g. Review In-School Youth Data PY14-17**

Ms. Crite referred to page 8 for a snapshot of the data on In-School Youth. Out of seven school districts, 1 school district (Anderson School District 3- Crescent High School) has consistently participated. Crescent High referred 19 individuals, of which 9 were eligible, and 8 were enrolled. Six of the 8 students participated in Work Experience, 5 of the 8 entered and enrolled in Post-Secondary (1 still enrolled), and 4 of the 8 gained employment and remain employed. All 8 students graduated with a high school diploma, WorkKeys certificate, and TCTC certificate.

**h. Youth Committee Meeting Schedule**

Mr. Acker referred to page 9 for the 2018 Youth Committee meeting schedule. The first meeting of the year will be the strategic meeting on January 23 and lunch is provided.

**i. 2018 RFP Youth Committee Members**

Ms. Crite distributed a packet with 2018 RFP information. The packet was taken back up at the conclusion of the discussion. Mr. Acker referred to the first page of the packet for a list of 2018 RFP Youth Committee Members. The attachment was included in the electronic vote email, for reference when voting on the 2018 RFP Youth Committee members.

**j. 2018 Youth RFP Discussion**

Mr. Acker referred to the second page of the packet for the Scope of Services document. The Scope of Services document will not be attached to the electronic vote because it will not be officially released until February or March, 2018. Ms. Crite stated that the process is to begin drafting out the RFP between January-February of 2018. The RFP committee will be granted the opportunity to see the document in full before it is released. There is a 6-8 week time frame for any provider to submit a proposal. There will be a bidder's conference for those who are proposing, which will allow the proposers an opportunity to ask questions about the RFP. After the bidder's conference, the RFP committee will review and score each proposal. Once the committee selects the grantee, the final vote will go to the Workforce Development Board.

**V. Other Business**

**a. Youth Strategic Plan Update/Discussion**

As a reminder, the Youth Strategic Plan Update/Discussion will take place on January 23, 2018.

**VI. Adjourn**

Mr. Acker thanked everyone for attending and adjourned the meeting.

*Respectfully submitted by: Meredith Durham*