

WORKFORCE DEVELOPMENT BOARD

Youth Committee Meeting Summary

January 21, 2020 @ 10:00am

SC Works Clemson Comprehensive Center, Training Room

Members Present

Jeromy Arnett	Allen Fain (via telephone)	Kristi King-Brock
Berdina Hill	Tim Mays	Melanie McLane
Rick Murphy	Melissa Rosier	

Members Absent:

Elaine Bailey	Amy Bradshaw	Sheila Ford
Robert Halfacre	Jennifer Lannom	Crystal Noble

Staff Present:

Trent Acker	Sharon Crite	Meredith Durham
Jennifer Kelly		

Guests Present:

Karen Craven	Renee Alexander	Kal Kunkel
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I. Welcome and Introductions

Ms. Kristi King-Brock called the meeting to order at 10:05 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes.

II. Approval of 10-8-2019 Meeting Minutes

The minutes from the 10/8/19 meeting were emailed with the meeting notice and included in the meeting packet. Ms. King-Brock called for corrections/amendments to the minutes.

ACTION TAKEN: Tim Mays made a motion to approve the 10/8/2019 meeting minutes as presented, seconded by Berdina Hill. The motion carried unanimously.

III. Palmetto Youth Connections Report

Ms. Karen Craven reviewed the Palmetto Youth Connections PY19 Monthly Update Report. This report reflects July 1, 2019 to December 31, 2019.

- PYC currently has 27 carryover participants, 83 new enrollments with a total of 110 active enrollments.
- There are currently 5 in Work Experience, with a total of 10 participants (including carryover and new participants).
- There are 108 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:
 - Total entering employment, military, or education for 1st Quarter:
2nd quarter- 84%
4th quarter- 76.3%
 - Credential rate: 4th quarter- 78.8%
 - In Program Measurable Skills Gain- 1st quarter (baseline)- 76.3%
- To date, Anderson has served 89 participants, 55 in Oconee, and 50 in Pickens.

Ms. Craven gave the committee a copy of the PYC PY'1 Dashboard, reflecting data from July 1, 2019 to December 31, 2019. In PY19, PYC has served:

- 47% males and 53% females.
- 51% Younger Youth and 49% Older Youth.
- 100% are high school dropouts.
- 97% basic skills deficient participants, which means the participant scored at or below 8.9 in reading or math.
- 55 are unemployed.

Ms. Craven referred the committee to the caseload breakdown, stating currently 203 participants are being served through PYC, including both active and follow-up.

- PYC has 89 Anderson County residents, 55 Oconee County residents, and 50 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 55 Measurable Skills Gains, which includes in-program skills gains. There has been 1 occupational skills credential (Medical Billing and Coding). For placement rates through the end of December, 187 were positively placed (7 in post-secondary and 180 in employment).
- Ms. Craven pointed to the PY'19 WIOA performance, and noted that all areas (Employment/Education/Training Q2 & Q4, and Credential Rate) are passing their measures.
- Ms. Craven stated that there were a total of 33 WIN credentials that have been earned after enrollment in PY'19.
- Ms. Craven stated that Ann Marie Baker taught 156 Career Smart classes, of which there were 26 resumes created.

IV. Youth Participant Recognition

WIOA Youth Participant, Chelsea Scott, was recently recognized at an Anderson County awards ceremony for being the WIOA Youth Participant of the Year. Ms. Scott's success story video, which was shown at the awards ceremony, was shown to committee members.

V. New Business:

a. PY'19 Grant Expenditures (9/1/19-12/31/19)

Ms. Craven reviewed the December expenditure budget report for PY'19, which can be found on page 9 in the packet, stating that as of December 31, the budget was 44% expended. Ms. Craven pointed to line item 6507 (Work Experience), stating that 24.5% of this line item, or 4,444.68 hours, has been expended and 44% has been obligated. As of December 31, there are 5 students currently in Work Experience. Ms. Craven also reviewed line item 6530 (Individual Training Accounts). There have been a total of 14 enter advanced training and 7 enter post-secondary in PY'19.

b. PY18 Annual/Final Performance, PY19 1st Quarter Youth Performance

Ms. Kristi King Brock referred committee members to page 8, and pointed that the annual performance data is listed. Page 9 showed 1st quarter performance data. Ms. King-Brock applauded WorkLink's credential rate.

c. PYC Enrollment Update

Ms. King-Brock referred to page 10 and stated that PYC had 83 new enrollments and a total 110 enrollments for PY19.

d. 2019 AOP Business and Industry Showcase- Actual Awards, Video, and Update

Ms. King Brock referred to page 11, which showed final calculations for the AOP BIS transportation funds. The total amount paid was \$12,852.00. The Youth Committee's contribution allowed 874 students to attend.

Mr. Rick Murphy stated that this event was the 11th AOP Showcase and was very well received. The AOP Showcase recap video was shown to the group. At the conclusion of the video, Mr. Murphy explained that the Showcase is for 8th graders who are beginning their Individual Graduation Plans (IGPs). Each student that attends the event is exposed to the 16 career clusters and has an opportunity to talk with employers about potential jobs for the future. Students will ideally settle on a career cluster to help formulate their IGP. This year there were cards at each station showing which of the career clusters each employer falls into. Also new this year, upon arriving at the event, students heard from a keynote speaker, such as their superintendent or their local economic development office, to talk to them about the importance of what they are at the event to learn. Overall, the event was a great success, and Mr. Murphy extended thanks to the School Districts, Tri-County Technical College, WorkLink, and the three Economic Development Offices on behalf of the Showcase

board. Mr. Murphy stated that showcase booklets were still available if anyone would like one.

Ms. Crite stated that Palmetto Youth Connections will add the student version of the video to their Career Smart classes so that PYC participants will also have exposure to the career clusters.

e. WorkLink Strategic Plan Update/Data

Ms. Crite directed attention to pages 12-15 which shows the four goals the Youth Committee have been tasked with addressing.

Goal 1 (pgs. 12-13): focuses on resource mapping and increasing awareness of community resources in the community.

- A snapshot of the number of calls made to 2-1-1 (a service provided by United Way), along with the community services needed, the agencies referred to, and demographics of callers for Anderson, Pickens and Oconee Counties was given in the packet on pages 17-21. The committee discussed the fact that Pickens County referrals were almost double that of Anderson and Oconee. Jeremy Arnett stated that Pickens County School District has sent 2-1-1 information home with students throughout the year, which has contributed to the number of services recorded in the 2-1-1 report. Melissa Rosier stated that Oconee County School District sends out the community resource page from Golden Harvest Food Bank, instead of 2-1-1 information, throughout the year to students and their parents, and has listed it on the school district website. Therefore, the students are getting the same information, but through another method, and as a result is not being captured in the 2-1-1 report. Ms. Crite stated she would follow-up with each school district to find out how community resource information is being shared, and will relate best practices the committee discussed.
- Palmetto Youth Connections listed the Community Resource fairs they have participated in on page 23. Ms. Craven asked the committee to share any resource fairs with her or Ms. Crite so that staff can make plans to attend. Three committee events were discussed: Pickens County School District will be hosting a High School Job Fair for the lower 30% that may not have graduation plans. Each of the Anderson School Districts will be hosting Job Fairs throughout the Spring for their students. Adult Education of Pickens County will be hosting a Community Resources/Job Fair on March 4 – Mr. Fain will confirm the date and time. Ms. Craven stated she would follow up with each of these.

Goal 2 (pg. 13): focuses on work experience

- Ms. Crite reviewed the data report for PY18 listed on page 28 of the packet. For PY18, 11 employers offered worksites to 20 students. The data report shows the aggregate of how students' evaluations went. Youth are evaluated based on 10 soft skills during a work experience. Feedback is given via an evaluation sheet seen on page 25-27 of the packet. The employer rates the students at the middle and at the

end of the work experience on fundamental softs skills such as punctuality, attendance, etc. and indicates whether or not the student would be hired.

- As part of the goal, PYC addresses soft skills through a variety of means in order to prepare students for Work Experience as well as regular employment.
- Students are encouraged to utilize school district software Learning Express available at each Adult Education Center to study for the GED, prepare for WIN testing, and practice soft skills.
- PYC encourages all students to take the WIN assessment. PYC tracks the participants and their WIN certificates via the dashboard seen on pg. 29 and 30 of the packet.
- PYC also offers Career Smart classes, which consists of 6 classes specifically aimed at addressing soft skills. At the conclusion of the classes participants go through a mock interview and then are placed on a work experience opportunity. These classes are mandatory, but not all participants attend. In order to be placed on a Work Experience opportunity the participant has to finish all the classes.

Goal 3 (pg. 14): focuses on the number of credentials that are being attained to address employer demand in the WorkLink area.

- For this measure, PYC tracks the number of credentials earned and reports out on their dashboard seen on pg. 29 and 30 of the packet.
- In PY18, 89 GED or High School Diplomas and 3 occupational credentials were earned for a total of 92 credentials.
- PYC has exceeded their WIOA performance goal for credentials by 115%. They achieved 78.3% of 68.10% goal.

Goal 4 (pg. 15): focuses on work readiness

- Ms. Crite stated that this goal shows the efforts and outcomes of outreach to businesses.
- On page 32, PYC has reached out to 263 businesses through a variety of events.
 - 31 new businesses were engaged and 47 businesses contacted.
 - 12 worksites were utilized for work experience opportunities, 4 of which were new
- On page 33-36, there is a snapshot of the unduplicated number of outreach initiatives
- Page 37 shows the businesses contacted, with new businesses highlighted in red

ACTION TAKEN: Rick Murphy made a motion to accept the Strategic Plan as presented and for work on the Strategic Plan to move forward, seconded by Tim Mays. The motion carried unanimously.

Ms. King-Brock called for a vote to accept the Strategic Plan as presented and for work on the Strategic Plan to move forward. Motion by Rick Murphy and seconded by Tim Mays.

f. Recognition of Youth Committee Member

Mr. Acker turned the committee's attention to Mr. Allen Fain, who was recognized as the SC Adult Education Director of the Year. The article is presented in the packet on pages 39-40. Mr. Fain stated that this is beginning of his fourth year, and that this last year saw a record number of enrollments and GED attainments. He recognized that the Pickens County Adult Ed program's success has been due to the hard work of his staff. The committee extended their congratulations to Mr. Fain.

VI. Other Business

2020 Youth Committee Meeting Dates

The remaining Youth Committee schedule will be as follows: March 3, May 5, August 4, and October 13. Meetings will be held on Tuesdays at 10am at the SC Works Clemson Center.

VII. Adjourn

Ms. Kristi King-Brock thanked everyone for attending and adjourned the meeting at 11:21 a.m.

Respectfully submitted by: Meredith Durham