

WORKFORCE DEVELOPMENT BOARD
Youth Committee Meeting Minutes
January 24, 2017 @ 10:00am
Clemson Area Chamber of Commerce, Meeting Room, Clemson, SC

Members Present

Jason Duncan	Ray Farley	Tim Mays	Rick Murphy
Doug Newton	Melissa Rosier	Janice Ward	Gene Williams

Members Absent:

Amy Bradshaw	Kristi King-Brock	Elaine Bailey	Mary Gaston
Crystal Noble	Robert Halfacre		

Staff Present:

Trent Acker	Sharon Crite	Patty Manley
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Guest Present:

Karen Craven	Anne Marie Baker	Amanda Lucas
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I. Welcome and Introductions

Vice Chair Jason Duncan called the meeting to order at 10:13am welcoming everyone in attendance and announcing the meeting was being recorded for processing of minutes. Introductions of everyone in attendance were made.

II. Approval of 10-3-2016 Meeting Minutes

The minutes from the 10/03/16 meeting were emailed with the meeting notice and included in the meeting packet. Vice Chair Duncan called for corrections &/or amendments to the minutes or a motion to approve.

ACTION TAKEN: Ray Farley made a motion to approve the minutes as submitted, seconded by Janice Ward. The motion carried unanimously.

III. Palmetto Youth Connections (Report 9/1/16 – 12/31/16)

Karen Craven, Palmetto reviewed the Palmetto Youth Connections WorkLink Dashboard and the Monthly Update Report Karen Craven provided reports which show numbers through 12/31/16 for Youth Services and began with the PY'16 Mo. Update Report then on to the Dashboard:

- New enrollments are 55 since 7/1/16 for a total of 108 participants currently enrolled and 86 in follow up.
- 54 are High School drop outs; 31 are Basic Skills Deficient; 31 are unemployed.

- 11 Literacy/Numeracy Gains; 24 GED/HS earned; 15 Occupational Credentials; 135 positive Placements with 10 Post Secondary & 125 employment.

IV. New Business

a. PY 16 Grant Expenditures (9/1/16-12/31/16)

Ms. Craven referred to page 5 of the meeting packet and provided an update on the Youth budget of \$679,323 which is currently 43.4% expended as of 12/31/16 and highlighted the Work Experience line item, which is currently at 43.5% expended.

b. PY 16 1st Quarter Youth Performance Report from SC DEW

Amanda Lucas provided a report from SC DEW which shows the dates that Performance Measures will be available. Ms. Lucas added any time frame without a date indicates a report cannot be generated for outcomes for that period adding essentially the state cannot provide information to local areas because they aren't able to provide information to DOL. Local areas shouldn't expect to receive the normal performance reports for some time to come.

Ms. Craven noted PYC is tracking performance in their system and will be comparing their information to reports from SC DEW once they are available to ensure accuracy.

Trent Acker stated WorkLink is fortunate to have Ms. Craven and Windy Graham on board keeping watch on performance for our programs.

c. 2016 AOP BIS Showcase Actual Award Paid

Sharon Crite referred to page 6 and provided an update on the actual award paid in the amount of \$5,000 to area school districts for bus transportation for students to the AOP BIS. The balance of \$7,996.32 was paid by the Showcase Board.

d. 2017 AOP BIS Showcase Funding \$5,000

Vice Chair Duncan reported in keeping with tradition of the Youth Committee providing transportation support to school districts he brings a recommendation for Committee approval to fund the 2017 AOP BIS Showcase in the amount of \$5,000 for bus transportation for students.

ACTION TAKEN: Tim Mays made a motion to approve funding the 2017 AOP BIS Showcase in the amount of \$5,000 for bus transportation for students, second by Doug Newton. Motion carried unanimously.

e. Youth Committee Membership Applications

Vice Chair Duncan referred to pages 7-8 stating these are Youth Committee membership applications from Ms. Hill and Mr. Mosley for consideration.

Ms. Crite reported Ms. Hill is an employee of Vocational Rehabilitation and has been recommended by Lisa Gillespie and Mr. Mosley is a Clemson University student and is a participant with AbleSC adding

with him on board, the Committee will have a youth that can advocate on behalf of youth with disability.

ACTION TAKEN: Tim Mays made a motion to accept and approve applications for Youth Committee membership from Ms. Hill and Mr. Mosley, second by Janice Ward. Motion carried unanimously.

f. PY'15 Final Monitoring Report (Youth)

Trent Acker referred to pages 9-19 which show the PY'15 Final Monitoring Report and the COG's Response stating overall this is a very clean report. There were only a couple of items for noting which include journal entries & bank reconciliation needed for separation of duties and IEP's & low participation rate noted for the Adult & DW program.

g. State Instruction Letter 16-05 Legal Aid Services (Expungement)

Vice Chair Duncan referred to pages 20-21 reminding committee members of the presentation from Ms. Kristen Sullivan regarding expungements stating this is the State Instruction letter regarding using funding for this purpose.

h. Add Expungement Guidance to Youth Supportive Services

Vice Chair Duncan referred to page 22-28 and deferred to Ms. Crite who reported this is the revised Youth Supported Service Policy adding the Board has approved PYC using funds for expungements however, more direction is needed from the Youth Committee.

Ms. Craven stated she met with the Solicitor's office staff for more detailed information on expungements in an effort to know how and when to offer this service to our participants. Following the meeting, Ms. Craven developed benchmarks PYC is proposing for a participant to meet prior to paying for expungement which include: 1.) GED or credential attainment; & 2) Completing the Workforce Development/Career Smart classes for the work ethic discussions. Ms. Craven added PYC is looking to committee for additional guidance and will be working with and communicating with the Solicitors' office to make sure the person is on track with where they need to be with Solicitor's office and steps toward expungement.

Following discussions, Vice Chair Duncan called for a vote on the benchmarks as discussed: 1) GED or credential attainment; 2) Completing Workforce Development (Career Smart) Classes; & 3) Include an exception that WorkLink Executive Director can approve on an as needed basis.

ACTION TAKEN: Motion from Melissa Rosier to approve the benchmarks as discussed and include the guidance to the Youth Supportive Services Policy, second by Gene Williams. Motion carried.

Mr. Acker stated, regarding transportation, Uber has popped up as transportation option in many areas reporting Oconee County has a program, Ride to Work Ministry, to which will be a good model to keep a watch on and wanted to make this committee aware that PYC could make Uber as a transportation option (case by case) under the supportive services policy.

i. 2015 Youth Strategic Plan Sub-Committee List

Vice Chair Duncan referred to pages 29-30 and requested Committee members note which subcommittee they have been assigned to for Strategic Plan purposes.

j. 2015 Strategic Plan Update(s) Revisions

Vice Chair Duncan deferred to Ms. Crite who referred to pages 31-34 which are the Youth Committee Strategic Plan 2015-2020 and called for discussions on revisions needed.

Strategic Plan Table 1: Reduce Fragmentation in the Youth Workforce Development System					
Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Service providers are working in silos, creating fragmentation within the workforce development system.	Integrate workforce development systems, processes and networks.	Enhance both the service mapping database (211) and the personal provider-to-provider communication network by identifying and connecting workforce service providers, educators, faith based organizations (FBOs), service organizations, and other groups actively engaged in workforce development.	Further develop resource inventory	<ul style="list-style-type: none"> Identify youth partners in AOP (Anderson-Oconee-Pickens) Develop a resource/partner "roadmap" matrix or collaborate/partner with Tri-County Tech on their new roadmap template Regularly update the existing 211 database, ASA book of services Review/research www.indyserves.com website and templates Youth provider to educate families of available resources in tri-county area. 	Service Integration
			Collect/Input service map data	<ul style="list-style-type: none"> Communicate the need for youth providers to partner with organizations who serve at-risk youth in the tri-county area – On Going Advocate/solicit partner involvement, including: <ul style="list-style-type: none"> Local church time/talent banks Civic/Service Organizations Retiree Groups Others TBD On-Going Youth Provider (PYC) to track all information in the Effort to Outcome (ETO) system – On-Going 	
			Disseminate the product	<ul style="list-style-type: none"> Conduct consistent and aggressive front line agency visits - DELETE Market service mapping resource 2-1-1 by utilizing and promoting whenever possible serving the three county areas (AOP). - ADD Continue to improve methods for informing partners about database On Going 	
			Identify/Address gaps in community services	<ul style="list-style-type: none"> Youth Council (YC) to go through formal gap analysis exercise with a third party facilitator. Facilitated by COG Staff and completed on 04/22/16. Disseminate to Youth Council, WIB, service providers and partners – On-Going 	
			Conduct annual WF Development Resource Fair	<ul style="list-style-type: none"> Work with United Way as the logical event orchestrator - DELETE Form YC task force to plan event logistics and 	

ADD

Revised to Read:
The Youth Provider will collaborate and/or partner with existing community, service, or resource fair(s) in the AOP community annually.

for service providers and the H.R. Community
DELETE

format, including the setting up of resource provider booths, potential guest speakers, food etc. - **DELETE**

- Event to be open to the public, though primary purpose is for service providers, organizations, and area HR professionals to build connections and "connect the dots" between the different services offered by providers. - **DELETE**

ADD

Revised to Read:
YC Members are to assist in making WorkLink Staff and/or Youth Provider aware of any community, service, or resource fair(s) in the AOP area.

Strategic Plan Table 2: Combating Soft Skill, Basic Skill and Work Ethic Challenges

Critical Issues	Goal	Objective	Strategy	Action Plan	Subcommittee
1. Shortage of work ethic, soft skills, and basic skills. 2. Earlier intervention among youth is needed to get ahead of the issue effectively.	Improve the general work ethic, soft skills and basic skills of the tri-county area youth workforce.	Improve the community's perception of general work readiness and work ethic of our youth by 10-25%	Monitor and evaluate progress of general <i>work readiness/ethic</i> perception in the tri-county area.	Survey businesses to determine increase in work readiness/soft skills of youth by comparing perceptions to the 06/30/14 baseline.	Work Readiness
		Improve awareness and implementation of WorkKeys as a way to combat the issue.	Work with One Stop Operations Committee to bolster awareness/implementation of WorkKeys.	<ul style="list-style-type: none"> • See action plans of WDB • Continue to coordinate administration and outreach through local One Stops and other WorkKeys administrators in the system (school districts, adult ed centers, tech colleges, etc.). 	
		Enhance existing training for soft skill, basic skill and work ethic development throughout the youth service provider network.	Strengthen the existing curricula and training foundation for teaching work ethic and soft/basic skills.	Utilize the Learning Express-Workforce Skills for 21st Century Success software program as the foundation and methodology for addressing general work readiness challenges. ON GOING	
		DELETE ALL	Facilitate earlier intervention for pre-high school youth who demonstrate deficiencies in soft skill, basic skill and work ethic.	YC to serve as a resource connector to agencies and organizations who serve younger children (preschool, primary school, middle school).	<ul style="list-style-type: none"> • In keeping with Strategic Plan Table 1, identify appropriate agencies and orgs for the 211 database, the new "roadmap" matrix, and the annual Service Provider Resource Fair • Through increased communication with these providers, market their services and establish them internally as "go to" resources for early intervention in work readiness training.

Strategic Plan Table 3: The Need of More Workers to have Industry Recognized Credentials

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Too many workers lack the technical qualifications necessary to meet the demands of modern business and industry	Bridge the current credentials gap between the workforce and business/industry job requirements.	<p>Increase the number of workers who earn</p> <hr/> <p>ADD - Youth participants</p> <hr/> <p>industry-recognized credentials and degrees, including WorkKeys testing, high school diplomas, GEDs and postsecondary certifications.</p>	Increase communication, coordination, and collective outreach between providers serving under the Workforce Innovation and Opportunity Act as well as other educational resources in the tri-county area.	<p style="text-align: right;">ADD</p> <p>Revised to Read: Use Youth Provider dashboard data along with WIOA Youth Performance Quarterly Report as outlined by DOL/SCDEW. The goal is to meet and /or exceed (Credential Attainment Rate) WIOA Youth Performance Measures. Consult with WorkLink WIOA Performance & Reporting Specialist and/or SCDEW for WIOA youth performance guidance and/or assistance.</p>	Work Readiness

Strategic Plan 4: Increasing Work-Based Learning and General Employer Engagement in the WF Development System

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
<ul style="list-style-type: none"> Increasing system-wide coordination and interaction between workforce development partners, business/industry, and the education system. 	<p>Increase the number of employers utilizing the Workforce Development System and services by 10% per year. - DELETE</p>	Increase the number of employers who participate in work-based learning opportunities in the region.	<ul style="list-style-type: none"> See Strategy found in Strategic Plan Table #1: "Conduct annual WF Development Resource Fair for service providers and the H.R. Community" - DELETE Educate employers about work-based learning opportunities through increased speaking engagements 	<ul style="list-style-type: none"> See Action Plan found in Strategic Plan Table #1: "Conduct annual WF Development Resource Fair for service providers and the H.R. Community" - DELETE The youth workforce service provider is to execute at least 100 interactions per year with workforce development partners, business/industry, and education. From this effort, at least 10 business interactions/involvements per year are to be established. In industry outreach events, showcase area success stories about veterans, persons with disabilities and youth who have successfully utilized work-based training to the benefit of themselves and of participating companies. 	Work Readiness

ADD

Revised to Read:
 Continue aggressive outreach with employers utilizing the Workforce Development System and services.

			and other outreach events	
		Increase opportunities for veterans, persons with disabilities, and youth through promotion of OJT, apprenticeships, and other work-based learning programs. DELETE - "OJT"	<ul style="list-style-type: none"> Increase number of outreach events and speaking engagements which can educate industry about the benefits of work-based learning for veterans, persons with disabilities and youth. 	

ACTION TAKEN: Motion from Doug Newton to take the Youth Strategic Plan revisions to the Board for final approval, seconded by Janice Ward. Motion carried.

V. Other Business:

Doug Newton announced his retirement as of June 1, 2017 and reported Mark Kempa from Coca Cola Company will be stepping in to replace him.

VI. Adjourn

With no further business, the meeting was adjourned.

Respectfully submitted by Patty Manley, Office Manager