

WORKFORCE INVESTMENT CORPORATION
Youth Committee Meeting Summary
January 23, 2018 @ 11:00am
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Elaine Bailey	Amy Bradshaw	Kristi-King Brock
Jason Duncan	Berdina Hill	Tim Mays
Rick Murphy	Crystal Noble	Gene Williams

Members Absent:

Ray Farley	Robert Halfacre	Melissa Rosier
William Mosley		

Staff Present:

Sharon Crite	Meredith Durham	Trent Acker
Jennifer Kelly		

Guests Present:

Karen Craven	Renee Alexander	Ann Marie Baker
Kal Kunkel	Jackie Taylor	

I. Welcome and Introductions

Mr. Trent Acker called the meeting to order at 11:02 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Introductions were made.

II. Approval of 10-4-2017 Meeting Minutes

The minutes from the 10/4/17 meeting were emailed with the meeting notice and included in the meeting packet. Mr. Acker called for corrections/amendments to the minutes.

ACTION TAKEN: Elaine Bailey made a motion to approve the minutes as presented, seconded by Crystal Noble. The motion carried unanimously.

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-December 31, 2017.

- PYC currently has 36 carryover participants, 68 new enrollments with a total of 104 active enrollments.
- There are currently 8 in Work Experience, with 3 to begin in a few weeks (including carryover and new participants).
- There are 80 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:
 - Total entering employment, military, or education: 4th quarter- 58.3% Cumulative- 69.23%
 - Attainment of a degree or certificate: 4th quarter- 78% Cumulative- 78.7%
 - Literacy numeracy: 4th quarter- 52.38% Cumulative- 67.47%
- To date, Anderson has served 79 participants, 44 in Oconee, and 50 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:

- 45% males and 55% females.
- 44% Younger Youth and 56% Older Youth.
- 100% are high school dropouts.
- 47 basic skills deficient participants (69%), which means the participant scored at or below 8.9 in reading or math.
- 37 unemployed (54%).

Ms. Craven referred the committee to the caseload breakdown, stating currently 173 participants are being served through PYC, including both active and follow-up.

- PYC has 79 Anderson County residents, 44 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 41 Measurable Skills Gains, that includes 22 credentials, 15 literacy numeracy gain, and 2 post-secondary progress (participant did not move up education level, but made progress with math and reading). There have been 18 GED earned and 4 high school diplomas, and 23 occupational skills credentials (19 of which were hospitality, 2 CNA, and 1 Patient Care Technician). For placement rates through the end of December, 137 were positively placed (4 in post-secondary and 133 in employment).
- There have been 17 WorkKeys certificates earned thus far in PY'17. Ms. Craven stated that there were 2 Platinum, 13 Gold, 27 Silver, and 2 Bronze, for a total of 44 between PY'16-'17. Most participants enter the program with a WorkKeys score.
- Ms. Craven stated that Ann Marie Baker taught 254 Career Smart classes, of which there were 43 resumes created.

IV. New Business:

a. Ratify October 2017 Electronic Votes

Ms. Kristi King-Brock reviewed the summary of the October 2017 Electronic Votes.

- On October 5, 2017, Youth Committee members electronically voted on: August 8, 2017 minutes, 2018 Youth RFP Committee Members, and to accept the proposed "Draft" 2018 Youth RFP Scope of Services. The motion carried with a majority vote.

- On October 25, 2017, the Youth Committee members electronically voted to approve the PY'17 Youth Budget Mod. 2. The motion carried with a unanimous vote.

b. PY'17 Grant Expenditures (9/1/17-12/31/17)

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 December, the budget is 46.1% expended. 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 32.5% has been expended as of the end of December. A total number of hours to be provided are 5,760 and 1,870.9 hours have been provided through the end of December. As of January 18, 2018, 42.3% has been expended.

c. PY'17 First Quarter Youth Performance/SCDEW Report

Ms. Kristi King-Brock stated that there was no new information to report.

d. 2018 AOP BIS Showcase Funding

Over the last 7 years, funds have been approved in the budget to assist with transportation for schools to the Business and Industry Showcase.

ACTION TAKEN: Tim Mays made a motion to approve \$5,000 in the Youth budget to assist with the 2018 AOP BIS Showcase transportation, seconded by Elaine Bailey. The motion carried unanimously.

e. Revised PYC Incentive Policy (Follow-up-F19/Laptop)

Ms. Karen Craven stated that a definition for the F19 code has still not been received. F19 is a code put in the SC Works system when a student receives an incentive. Ms. Craven stated that hopefully when the F19 definition is received, incentives will be reactivated during follow up. Incentives are currently given to active participants. A draft of the Incentive Policy was provided in the packet. Changes in the Incentive Policy would include:

- \$100: Obtaining GED or High School Diploma (Available through end of 4th quarter after exit)
- \$100: Obtain a Nationally Recognized Occupational Skills Credential (Available through end of 4th quarter after exit)
- \$50: Common Measure: Placement (Post-Secondary and Employment) Enter and retain post-secondary enrollment (verified by Student Clearing House), employment or the military by the end of 2nd and 4th quarter after exit. (Maximum \$100)
- Computer and/or accessories not to exceed \$650: Enter enrollment in a Degree Program in Post-Secondary during the active phase or into 2nd quarter after exit to obtain two or four year degree. Full time students must take 12 hours or more with verification of 1st semester Clearing House documentation prior to computer and/or accessories eligibility. Part-time students must take 6 hours and be employed. To qualify, part-time students will need to provide employment verification and verification of 1st semester Clearing House documentation prior to computer and/or accessories eligibility.

There are currently 8 laptops in storage that were purchased 4 years ago. The number of participants in a fiscal year who qualify for an incentive would be less than 10.

ACTION TAKEN: Amy Bradshaw made a motion to approve the Incentive Policy pending State approval, seconded by Elaine Bailey. The motion carried unanimously.

f. Discussion/Vote- Branding of WIOA Local Youth Program

Ms. Kristi King Brock stated that the Committee needed to make a decision on the branding of the Youth program. The Youth program has the option to stay as Palmetto Youth Connections, or can rebrand as Eckerd Connects. Palmetto Youth Connections brand is not trademarked or registered. WorkLink has the opportunity to trademark the brand, so that the branding can remain the same with any provider. The cost to trademark is approximately \$50.

ACTION TAKEN: Tim Mays made a motion to approve the Palmetto Youth Connections brand, seconded by Elaine Bailey. The motion carried unanimously.

g. Update/Activate Youth Outreach Committee

The Youth Outreach Committee members are listed in the packet. The Outreach Committee will be reactivated with those willing to serve. Mr. Robert Halfacre's response to serve was received in writing. The members of the Youth Outreach Committee are Crystal Noble, Tim Mays, Rick Murphy, Kristi King-Brock, Robert Halfacre, and Sharon Crite.

ACTION TAKEN: Amy Bradshaw made a motion to reactivate the Youth Outreach Committee, seconded by Crystal Noble. The motion carried unanimously.

h. 2015 Youth Strategic Plan- PY16 Update/Data

Ms. Sharon Crite referred to the 2015 Youth Strategic Plan Table 1: Reduce Fragmentation in the Youth Workforce Development System and pointed out the Critical Issue, Goal, and Objective Columns, with the focus primarily on Objectives. Ms. Crite looked at the Action Plan column and stated that there are a couple of items that are on-going. The focus is on 211, because the system integrates several community agencies across three counties (Anderson, Oconee, and Pickens). Agency information can be sent and/or updated to 211 to be added to their current list. In 2010, SC Works worked with 211 to retrieve local agencies information to add to the database. Ms. Crite referred to the 211 reports provided for each county. The report provides the number of calls and referrals made for Community Resources, Food Insecurity, and Access to Healthcare, as well as the number of calls made to the Central Appointment Center. The back page of the report shows the top 20 community agencies that were utilized, as well as demographics and locations of callers. Ms. Crite contacts 211 annually to retrieve reports for the Anderson-Oconee-Pickens area. One strategy under Strategic Plan Table 1 is to collect/input service map data. This action plan is ongoing. Palmetto Youth Connections tracks some information in the ETO system and also communicates with partners and other organizations.

Ms. Crite referred to the strategy of disseminating products, and stated that the 211 database was used, because a database couldn't be afforded. A gap analysis helped compile these agencies for the Strategic Plan. Lastly, Ms. Crite referred to the strategy that states the Youth Provider will collaborate and/or partner with existing community, service, or resource fair(s) in the AOP Community. Ms. Karen Craven has provided a list of PY'16 Service Fairs and PYC participation in those events. Ms. Craven asked the committee to notify Ms. Crite of any service fairs that are in the community.

Ms. Crite referred to the Strategic Plan Table 2: Combining Soft Skill, Basic Skill, and Work Ethic Challenges. The Objective is to improve the community's perception of general work readiness and work ethic of our youth by 10-25%, improve awareness and implementation of WorkKeys as a way to combat the issue, and enhance existing training for soft skill, basic skill, and work ethic development throughout the youth service provider network. WorkKeys was captured on the test data that was provided. Ms. Crite referred to the WorkLink Work Readiness Tool for the WIOA Program. There are 4 Ratings: Performance Improvement Plan Needed, Needs Development, Proficient, and Exemplary. Each employer completes the form on each Work Experience participant. The Work Readiness tool also asks if the employer would hire the participant. Employers provided the following responses: Yes-22 No-7 Did Not Respond-2

A chart providing the results for Basic/Soft Skills Scores for the participants was provided under Goal #2 in the packet. The Work Readiness tool was completed by 16 employers for 31 participants. The PY'16 20% expenditure goal was met with 24.73%. Participants of Work Experience are required to complete 512 hours of Work Experience to help prepare for issues in the workforce. The process to enter the Work Experience program is as follows: A student is certified and enrolled in the program, then mandated to attend Career Smart Classes, followed by a mock interview.

Ms. Crite referred to the Strategic Plan Table 3: The Need of More Workers to have Industry Recognized Credentials. The Goal is to bridge the current credentials gap between the workforce and business, industry job requirements. The Objective is to increase the number of youth participants who earn industry-recognized credentials and degrees, including WorkKeys testing, high school diplomas, GEDs and postsecondary certifications. There is no performance data to provide currently. PYC uses the dashboard as a performance measure. The data provided is from July 1st, 2016 through June 30th, 2017.

- 107 new enrollments- 43% male, 57% female
- 53% younger youth and 47% older youth
- 99% High School dropouts
- 60 of 107 were Basic Skills Deficient
- 67 were unemployed
- Caseloads: 77 participants in Anderson, 30 in Oconee, and 58 in Pickens, totaling 165 participants
- Measurable Skills Gains reported was 109 (ex. High School credentials, gain with Math or Reading, earn at least 12 credits in Post-secondary)
- 97 total GED and High School Diplomas earned
- 56 Occupational Credentials earned: 53 Hospitality and 3 CNAs
- 208 placements: 10 Post-secondary and 198 entered employment

PY'15 performance was provided. 160 total participants were served. Sixty nine (69) WorkKeys were earned. Note: Eleventh graders within the school districts will continue taking WorkKeys through the end of this year.

Ms. Crite referred to Strategic Plan Table 4: Increasing Work-Based Learning and General Employer Engagement in the WF Development System. The Goal is to continue aggressive outreach with employers utilizing the Workforce Development System and Services. The Objectives are to

increase the number of employers who participate in work-based learning opportunities in the region and to increase opportunities for veterans, persons with disabilities, and youth through promotion of apprenticeships, and other work-based learning programs. The emphasis for the Youth program is Work Experience. Ms. Crite referred to Goal 4, which shows a list of Work Experience Business Contacts. The total number of business contacted was 63. There were 5 new work-based learning sites. The same worksites are utilized, but the goal is to make as many new contacts as possible. The current database is larger, but the list provides businesses used on a regular basis. The Action Plan is to interact with at least 10 businesses per year, between work experience and partners. Ms. Craven explained that PYC conducts a cold call and sets up a formal meeting and safety inspection. Once the business is approved as a worksite, a student interview can take place. PYC requests information from the employer, such as job description, hours, etc. The worksite has the option to accept or deny the student after an interview. The worksite is monitored every other week after the student begins.

ACTION TAKEN: Tim Mays made a motion to update the Youth Program Strategic Plan as presented, seconded by Amy Bradshaw. The motion carried unanimously.

i. PY'17 Youth Participant Success Stories

Ms. Karen Craven shared three participant success stories with the Youth Committee. One participant began the program as a high school dropout and successfully completed the GED program. He worked at United Way as a work experience, took medical courses at Tri County Technical College and now is employed as a CNA. Another participant began the program as a high school dropout and obtained her GED. Her chosen career path was Veterinary Technician, so she was placed at the Oconee Humane Society for work experience. After the duration of the work experience program, the Oconee Human Society hired her. She will be attending Tri County Technical College to attend the Veterinary Technician program. The final participant waited 5 years to enroll in the GED program, after struggling in school due to a disability. (Participant gave PYC permission to discuss). He is now enrolled at Tri County Technical College in the Information Technology Program.

V. Other Business

a. 2018 Youth Committee Meeting Schedule-Information

Ms. Kristi King-Brock pointed to the Youth Committee Meeting Schedule listed in the packet, which shows meeting dates for PY'17.

b. 2015 Youth Strategic Plan Sub-Committees- Information

Ms. King-Brock asked committee members to review the Strategic Plan Sub-Committee member list, which was formed in 2015. If any committee members would like to change the area they are serving in, please notify Ms. Sharon Crite.

c. 2018 Youth RFP Events and Dates

Ms. King-Brock pointed to the last page of the packet to show a list of 2018 Youth RFP Events and Dates.

Grant Application (Youth RFP) Issued/Released	(WE) Feb. 28, 2018
Bidder's Conference	(FR) Mar. 23, 2018
Deadline for Receipt of Formal Applications by WorkLink WIB	(WE) Apr. 11, 2018

Formal Review Process of Application Begins	(FR) Apr. 13, 2018
Written Notification to Successful Bidders	(TH) May. 03, 2018
Youth Contract Negotiations Begin	(TU) May. 08, 2018
Youth Contract Issued	(TH) Jun. 14, 2018
Compliance Documents Due (Internal)	(TH) Jun. 28, 2018
Program Year 2018 Youth Contract Begin	(SU) Jul. 01, 2018

VI. Adjourn

Ms. Kristi King-Brock thanked everyone for attending and adjourned the meeting.

Respectfully submitted by: Meredith Durham