

**WORKFORCE INVESTMENT CORPORATION**

**Youth Committee Meeting Summary**

**May 1, 2018 @ 11:00am**

**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Tim Mays	Rick Murphy	Kristi King-Brock
Jason Duncan		

**Members Absent:**

Elaine Bailey	Amy Bradshaw	Robert Halfacre
Berdina Hill	Jennifer Lannom	Melanie McLane
William Mosley	Crystal Noble	Melissa Rosier
Gene Williams		

**Staff Present:**

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

Karen Craven	Renee Alexander	Ann Marie Baker
Jackie Taylor		

**I. Welcome and Introductions**

Ms. Kristi King-Brock called the meeting to order at 11:01 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Ms. King-Brock stated that, since a quorum was not present, the meeting was for informational purposes only. **All votes will be sent electronically.** Introductions were made.

**II. Approval of 1-23-2018 Meeting Minutes**

The minutes from the 1/23/18 meeting were emailed with the meeting notice and included in the meeting packet. Mr. Acker called for corrections/amendments to the minutes. The minutes were sent out electronically to the Committee for a vote.

**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 January 2018-April 2018.

- PYC currently has 36 carryover participants, 121 new enrollments with a total of 157 active enrollments.
- There are currently 22 in Work Experience (including carryover and new participants).
- There are 99 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: 4<sup>th</sup> quarter- 58.3% Cumulative- 69.23%
  - Attainment of a degree or certificate: 4<sup>th</sup> quarter- 78% Cumulative- 78.7%
  - Literacy numeracy: 4<sup>th</sup> quarter- 52.38% Cumulative- 67.47%
- To date, Anderson has served 92 participants, 58 in Oconee, and 62 in Pickens.

Ms. Craven gave the committee a copy of the PYC PY'17 Dashboard, reflecting data through April 30, 2018. In PY'17, PYC has served:

- 43% males and 57% females.
- 45% Younger Youth and 55% Older Youth.
- 100% are high school dropouts.
- 82 basic skills deficient participants (68%), which means the participant scored at or below 8.9 in reading or math.
- 66 unemployed.

Ms. Craven referred the committee to the caseload breakdown, stating currently 212 participants are being served through PYC, including both active and follow-up.

- PYC has 92 Anderson County residents, 58 Oconee County residents, and 62 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 102 Measurable Skills Gains, that includes 51 credentials, 32 literacy numeracy gains, 13 skill upgrades, 4 training milestones, and 2 post-secondary progress (participant did not move up education level, but made progress with math and reading). There have been 47 GED earned and 4 high school diplomas, and 27 occupational skills credentials (24 of which were hospitality, 2 CNA, and 1 Patient Care Technician). For placement rates through the end of March, 195 were positively placed (4 in post-secondary and 191 in employment).
- Ms. Craven stated that there were 2 Platinum, 20 Gold, 37 Silver, and 3 Bronze WorkKeys certificates, for a total of 62 between PY'16-'17. Most participants enter the program with a WorkKeys score.
- Ms. Craven stated that Ann Marie Baker taught 403 Career Smart classes, of which there were 67 resumes created.

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

##### **a. PY'17 Grant Expenditures (1/1/18-3/31/18)**

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 March, the budget is 71.6% 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 71.6% has been expended as of the end of March. A total number of hours to be provided are 5,760 and 4,123 hours have been provided through the end of March. As of April 27, 2018, 83.5% has been expended.

**b. PY'17 First/Second Quarter Youth Performance/SCDEW Report**

Mr. Trent Acker referred to page 11 and 13 which shows performance measure goals. Some initial performance data from DEW has been received. The bottom of page shows 3 goals for Youth. Relevant to the goal versus what is provided on paper is #1 under section D on page 13, which is Employment, Education, or Training Placement Rate (Q2). The total Current Period is 72.9%, which is corresponding to the Youth Employment Rate 2<sup>nd</sup> quarter after exit metric. There is not a 4<sup>th</sup> quarter data point yet. Credential Attainment is measured 4th quarter after exit, so no corresponding data is available. As more information is received, it will be shared.

**c. Youth RFP PY'18 Selected Bidder**

Palmetto Youth Connections has been selected as the Youth Provider for one year, with an opportunity to be renewed up to 4 years.

**d. Youth RFP PY'18 Budget Negotiation Team**

Jason Duncan, Kristi King-Brock, and Robert Halfacre have agreed to serve as the Youth RFP PY'18 Budget Negotiation Team. This team will meet on May 17<sup>th</sup> at 9:30 a.m. to review the budget.

**e. 2015 Youth Strategic Plan- Review Goal #1**

Ms. Sharon Crite referred to page 14 to show Strategic Goal 1: Reduce fragmentation in the Youth Workforce Development System. The Action Plan mentions a "Road Map" being developed by Tri County Technical College. An existing resource called the "Resource Road Map" was developed by Ms. Jennifer Kelly and partners for the Adult programs in Anderson, Oconee and Pickens counties. Ms. Crite asked committee members to review the existing resources to determine if they should be adopted into the Strategic Plan. A vote will be sent electronically.

**f. PYC Enrollment Commitment Form #5- Incentive (Smart Classes)**

Ms. Karen Craven stated that when Palmetto Youth Connections first started providing services, they found that participants needed a document in writing outlining what to expect during enrollment. A 1 page Enrollment Commitment Form was developed to meet this need, but it also served as a resource for career coaches to ensure that the same information was given at each enrollment. The Work Based Learning component was added with WIOA. Palmetto Youth Connections wanted to ensure that each student had an opportunity to experience Work Based Learning, so Career Smart workshops were put into place. Each student must attend the Career Smart Workshops, which consist of 12 elements, which are listed in the packet on page 21. Failure to participate in all Career Smart Classes and Mock Interview, after two attempts to engage a student, will result in suspension of supportive services in the form of transportation and incentives, until all Career Smart Classes and Mock Interview are completed. Each student has 2 full months to complete the classes, and if that is not possible, then a remote packet can be sent to

them to complete the classes at their own rate. Approximately 50% of students are compliant, 40% need reminders, and 10% state they will not participate.

**g. WL Local Supportive and Incentive Policy**

Ms. Sharon Crite referred to page 26, which shows the Youth Local Supportive Service Policy and Incentive Payment Guidelines. The clause that states “Failure to participate in all Career Smart Classes and Mock Interview, after two attempts to engage a student, will result in suspension of supportive services in the form of transportation and incentives, until all Career Smart Classes and Mock Interview are completed.”, needs to be incorporated into the WorkLink Local Incentive Policy. A vote will be sent electronically.

**h. PY’17 Local Monitoring Report and Eckerd Response**

Ms. King-Brock referred to pages 29-44 which shows the Local Monitoring Report and Palmetto Youth Connections response to WorkLink. There were no findings.

**i. PY’17 PYC Youth Participant Success Stories**

Ms. Karen Craven shared a participant success story from Oconee County with the Youth Committee. This participant dropped out of high school to care for his terminally ill father. A couple of years after his father passed away, he enrolled in GED classes at Oconee Adult Education. Shortly after beginning classes, he enrolled in Palmetto Youth Connections. While regularly attending GED classes, he completed Career Smart classes, ServSafe and Hospitality, Driving class, and earned a Gold WorkKeys certificate. He began paid work experience training at the Seneca Library in February 2018 and is currently placed there. He is also attending College 120 classes at Tri County Technical College. He will graduate from Adult Education in May 2018. His next goal is to complete a manufacturing certification through TCTC. PYC will provide supportive services while he is in class as well.

**V. Other Business**

**a. July 2018- Activate Youth Outreach Committee to address Branding of Youth Program**

The Youth Outreach Committee will be reactivated in July 2018 to address the branding of the Youth program.

**VI. Adjourn**

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

*Respectfully submitted by: Meredith Durham*