

WORKFORCE DEVELOPMENT BOARD

Youth Committee Meeting Summary

October 8, 2019 @ 10:00am

SC Works Clemson Comprehensive Center, Training Room

Members Present

Kristi King-Brock

Allen Fain

Elaine Bailey

Sheila Ford

Tim Mays

Crystal Noble

Robert Halfacre (via telephone)

Members Absent:

Jeromy Arnett

Jennifer Lannom

Amy Bradshaw

Melanie McLane

Rick Murphy

Berdina Hill

Melissa Rosier

Staff Present:

Trent Acker

Sharon Crite

Jennifer Kelly

Guests Present:

Karen Craven

Renee Alexander

I. Welcome and Introductions

Ms. Kristi King-Brock called the meeting to order at 10:04am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes.

II. Approval of 5-7-2019 Meeting Minutes

The minutes from the 5/7/19 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: Elaine Bailey made a motion to approve the 5/7/2019 meeting 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 Final PY'18 Monthly Update Report. This report reflects July 1, 2018 to June 30, 2019.

- PYC ended PY18 with 37 carryover participants, 121 new enrollments with a total of 158 active enrollments.
- They served 36 in Work Experience (including carryover and new participants).
- There were 156 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 in third quarter:
 - 2nd quarter- 77.3%
 - 4th quarter- 81.7%
 - Credential rate: 3rd quarter- 78.3%
 - In Program Measurable Skills Gain (baseline data)- 3rd quarter- 78.3%
- For PY19, Anderson served 75 participants, 41 in Oconee, and 40 in Pickens. This reflects participants enrolled in WIOA and in follow-up.

Ms. Craven gave the committee a copy of the PYC PY'18 Dashboard, reflecting data for the time frame of July 1, 2018 to June 30, 2019. In PY'18, PYC served:

- 34% males and 66% females.
- 57% Younger Youth and 43% Older Youth.
- 100% were high school dropouts.
- 71% basic skills deficient participants, which means the participant scored at or below 8.9 in reading or math.
- 79 were unemployed.

Ms. Craven referred the committee to the caseload breakdown, stating as of June 30, 2019: 156 participants are being served through PYC, including both active and follow-up.

- PYC has 75 Anderson County residents, 41 Oconee County residents, and 40 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 were 154 Measurable Skills Gains, which includes 81 GED and 8 High school diplomas, 44 literacy/numeracy gains, 1 in-program skills gains and 20 post-secondary progress gains. There have been 2 occupational skills credentials (1 of which was CNA and 2 were Medical Billing and Coding). For placement rates through the end of June, 314 were positively placed (12 in post-secondary and 301 in employment).
- Ms. Craven pointed to the PY'18 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 4 Platinum, 15 Gold, 39 Silver, and 5 Bronze WIN certificates, for a total of 63 in PY'18. These students earned the WIN certificate after enrollment into PYC.
- Ms. Craven stated that Ann Marie Baker taught 336 Career Smart classes, of which there were 55 resumes created.

Ms. Craven also reviewed the Palmetto Youth Connections PY19 Monthly Update Report. This report reflects July 1, 2019 to September 30, 2019.

- PYC currently has 27 carryover participants, 36 new enrollments with a total of 63 active enrollments.
- There are currently 5 in Work Experience (including carryover and new participants).
- There are 181 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 4th Quarter:
2nd quarter- 82%
4th quarter- 86.9%
 - Credential rate: 4th quarter- 78.6%
 - In Program Measurable Skills Gain- 4th quarter (baseline)- 76.3%
- To date, Anderson has served 83 participants, 48 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 September 30, 2019. In PY19, PYC has served:

- 47% males and 53% females.
- 42% Younger Youth and 58% 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.
- 22 are unemployed.

Ms. Craven stated that basic skills deficient participants have increased due to the change in the TABE (Test for Adult Basic Education) test. In January, the test moved from version 9/10 to 11/12. The new test is meant to reflect the current GED test, but has been more difficult for students to pass. The TABE now indicates that students that were passing 9th grade or higher levels on the 9/10 version no longer score at the same levels on the 11/12. Ms. Craven stated that the correlation of student's ability does not translate well on the new version of the test. Mr. Allen Fain, Director of the Pickens County Adult Learning Center, stated that the grade level is no longer shared with students as a result of this. The TABE test has 6 levels, and if the student tests at level 4, they are considered ready to take the practice GED test. If the student tests at level 5, they are no longer required to take a post-test. The State has allowed those that score a level 6 to exempt passing the GED test; however, Pickens County is not currently offering the exemption, but will allow the students to go ahead take the GED test.

Ms. Craven referred the committee to the caseload breakdown, stating currently 181 participants are being served through PYC, including both active and follow-up.

- PYC has 83 Anderson County residents, 48 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 5 Measurable Skills Gains, which includes 5 in-program skills gains. There has been 1 occupational skills credential (Medical Billing and Coding). For placement rates through the end of September, 79 were positively placed (5 in post-secondary and 74 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 0 Platinum, 1 Gold, 4 Silver, and 1 Bronze WIN certificates, for a total of 6 in PY'19.
- Ms. Craven stated that Ann Marie Baker taught 78 Career Smart classes, of which there were 13 resumes created.

Mr. Fain clarified for committee members that students may pursue a diploma over a GED if they choose. They must participate in online courses and complete approximately 60 hours of seat time per credit hour. Typically, only those with 3 credits or less are encouraged to pursue the diploma over the GED.

Ms. Craven also explained that wages are calculated based on the median wage of all participants that have earnings within the specified quarter after exit. WIOA performance measures are based on 2nd and 4th quarter earnings.

IV. New Business:

a. Ratify Elect Vote (8/12/19) – Youth Participant Award – Anderson Co.

Ms. Craven gave a brief background on the Youth participant selected to receive the Anderson County award for WIOA Youth Alumnus. Chelsea Scott's success story is included in the packet on pages 5-7.

ACTION TAKEN: Elaine Bailey made a motion to ratify the electronic vote for the Youth Participant Award emailed out on 8/12/2019, seconded by Crystal Noble. The motion carried unanimously.

b. PY'18 Grant Expenditures (7/1/18-6/30/19)

Ms. Craven reviewed the final expenditure budget report for PY'18, which can be found on page 8 in the packet, stating that as of the end of June, the budget was 93.1% expended, meeting the Board goal of 93%. Ms. Craven pointed to line item 6507 (Work Experience) as a reminder that PYC has been tasked with spending 20% youth funds on Work-Based learning; PYC exceeded the goal at 35+%. That amount equates to 5,818 work experience hours. Ms. Craven also referred to line item 6530 (Individual Training Accounts). As of June 30, there were 20 students in advanced training, and 11 students in post-secondary education.

c. PY'19 Grant Expenditures (7/1/19-8/31/19)

Ms. Craven reviewed the first quarter expenditure budget report for PY'19, which can be found on page 9 in the packet, stating that as of August 31, the budget was 13.3% expended, which is slightly behind the goal of 16.7%. Ms. Craven stated that expenditures will catch up as additional youth are enrolled into the PYC program. Ms. Craven pointed to line item 6507 (Work Experience), stating that 8.1% of this line item has been expended. Ms. Craven also referred to line item 6530 (Individual Training Accounts). As of August 31, there was 1 student that completed CPR in preparation for enrollment into the Patient Care Technician class at Tri-County Technical College.

d. PY18 SCDEW Monitoring Report/Update (4th Qtr Performance)

Trent Acker, Executive Director for WorkLink, reviewed the Financial and Programmatic Monitoring Report, found on pages 10-22, received from SC DEW for Program Year 2018. Overall, the report reflected a clean audit of both program and financial aspects of the Youth and adult programs available in the WorkLink region. WorkLink did challenge one citation regarding IEPs that can be reviewed on page 16, and asked for Technical Assistance regarding this item.

Sharon Crite, Youth Service Manager and Education Outreach Coordinator, drew the committee's attention to page 19, and the recommendation regarding Youth enrollments. Ms. Crite stated that she was not concerned about this particular measure based on the fact that the Youth Service Provider is following the guidance received from the State on how to correctly classify training and the vision of the Youth Committee for the PYC program.

Mr. Acker referred the committee to the WorkLink update that was received from the State for 4th Quarter. This report is sent out quarterly as a status update to show how WorkLink is progressing throughout the year. Mr. Acker stated that the youth met the 70% fund utilization rate as seen on page 21, the 80% obligation rate as seen on page 22, and the 20% expenditure requirement for Work-based learning on page 23. The youth are meeting all performance measures as seen on page 24. Mr. Acker noted that there are three ways to fail performance, by indicator, by fund stream, or by individual measure. Also, on page 25, Mr. Acker stated that the youth participation levels are incorrect, and have notified the State for a correction.

e. PY'18 PYC Final Enrollment Update

Ms. King-Brock referred to page 28 and stated that PYC had 121 new enrollments and a total 158 enrollments for PY18. PYC exceeded their PY18 goal by 2.

f. PY'19 PYC Enrollment Update

Ms. King-Brock referred to page 29 and stated that PYC had 15 new enrollments and a total 55 enrollments for PY19.

f. Youth Supportive Service Change (DMV FEE) Pending Re-Entry Grant*

WorkLink partnered with Anderson County to apply for a Re-Entry Navigator grant through the State Workforce Development Board. As a result of this application discussion, Anderson County Detention Center often assists those being released with reinstatement fees. With WIOA law changes, supportive services can now include covering the costs of reinstatement fees for a license suspension; however, it does not cover court fees. The Youth program does not often see youth that require this service, but in the event that Re-Entry grant is awarded to the WorkLink area, Youth falling between the ages of 18-24 may benefit from this supportive service as well. Mr. Acker stated that the anticipated announcement of awards will occur at the end of October.

ACTION TAKEN: Tim Mayes made a motion to allow reinstatement fees not to exceed \$500 for the youth pending WorkLink receives the Re-Entry Navigator grant, seconded by Allen Fain. The motion carried unanimously.

g. PY'19 Eckerd Youth Budget Mod 1 & Client Flow Projection

Ms. Renee Alexander, Operations Director for Eckerd Workforce Development Services, reviewed the proposed Budget Modification for the Youth budget. This modification request can be seen on page 31. In summary the overall youth budget amount of \$600,000 will remain the same. Eckerd is requesting to move \$11,300 from Work Experience Stipends, \$2,000 from Tuition Costs, and \$116.87 from Indirect Costs. Those funds will be moved as follows: \$300 to Instructional Supplies (Books), \$2,000 to Individual Training Accounts, \$1,000 to Participant Graduation Fees, and \$10,116.73 to Client Training Support Materials. The PY19 client flow projections seen on page 32 will be updated from estimated 40 carryover to actual carryover of 27 participants. This shows an increase from 116 in new enrollments to 129. Overall, the program plans to serve 156 participants, which is no change from the original planned amount.

ACTION TAKEN: Elaine Bailey made a motion to accept the budget and client flow modification as seen in the packet, seconded by Crystal Noble. The motion carried unanimously.

V. Other Business

2020 Youth Committee Meeting Dates

The Youth Committee schedule will be as follows: January 21, March 3, May 5, August 4, and October 13. Meetings will be held on Tuesdays at 10am at the SC Works Clemson Center.

VI. Adjourn

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

Respectfully submitted by: Meredith Durham