

**NEMO Workforce Investment Board
YOUTH COUNCIL
Meeting Minutes**

April 16, 2010

PRESENT:

Youth Council Members:

Debbie Akright, Division of Youth Services
Donna Dunwoody, Moberly Housing Authority
Jimmy Gear, Dynamic Educational Systems, Inc.
Terri Jones, Kirksville Area Technical Center
Laura Melling, Youth Participant
Alonna Murphy, 10th Circuit Juvenile Office

Guests:

Krystal Collins, Boonslick BRPC
Shileen High, Job Corps CTS
JoAnn Toerper, Boonslick BRPC

NEMO Workforce Investment Board Staff:

Brandi Glover
Sharon Hillard

MEETING CALLED TO ORDER

Chairperson Terri Jones called the April 16, 2010, Northeast Missouri Workforce Investment Board (NEMO WIB) Youth Council (YC) meeting to order at approximately 1:10 p.m. at the Division of Youth Services Northeast Regional Office in Columbia, Missouri.

ROLL CALL AND SIGNATURE SHEET

Five Youth Council members were present, and a quorum was established. The signature sheet was signed by all individuals. Another Youth Council member arrived later bringing the total members in attendance to six.

APPROVAL OF AGENDA

Donna Dunwoody made a motion to approve the agenda. Alonna Murphy seconded the motion, and the motion was approved.

APPROVAL OF THE YOUTH COUNCIL MINUTES

Donna Dunwoody made a motion to approve the January 19, 2010 meeting minutes. Alonna Murphy seconded the motion, and the motion was approved.

YOUTH SERVICE PROVIDERS UPDATES/REPORTS

- **Boonslick RPC**

JoAnn Toerper, Boonslick RPC, said Boonslick was about 55% spent on their expenditures for in-school youth and about 58% spent on their expenditures for out-of-school youth. For their five funding streams, they had spent about 72% of their funds, and she felt they would meet their expenditure requirements. JoAnn talked about the stipend of \$6.50 per hour offered to youth for attending the GED program and said it had been helpful in keeping youth focused on obtaining their GED instead of their need to work. For enrollments, JoAnn said they currently had 67 in-school youth and 50 out-of-school youth for a total of 117 participants. Since November 20th their total new enrollments were 19. They had 23 youth enrolled in active work experience, 21 employers participating, and 8 employers confirmed for summer participation. JoAnn also provided information on the CHOICES Program, mock interview day, the youth employment workshop, work experience outreach, the transition fair, and the State Parks Youth Corps Summer Youth Program. JoAnn said they had received about 77 applications for the State Parks Youth Corps Summer Youth Program. They have decided to deal with youth that are 18 years of age because of liability issues (most job orders involve the handing of equipment and machinery) and to be sure they are in compliance with the child labor laws. For that reason, they are looking at the 17 year old youth to do office work or work that doesn't require working with machinery. She thought they were down to about 46 applicants for the two parks. JoAnn said they have a total of 13 positions to fill for the State Parks program. Then they will look at placing eligible youth that don't get into Parks program into other youth programs.

As a part of the Next Generation Career Center process, JoAnn said a Businesses Services Team had been chosen for each career center. Krystal Collins had been appointed to that team and it has allowed her an opportunity to work with the Business Service Representative and get as many business contacts as possible. They felt Krystal was the most active person working with

businesses through work experiences and they wanted to make sure she was aware of what was happening in the business world.

JoAnn said St. Charles Community College is having a job fair the first of May and Boonslick plans to recruit a lot of kids to attend. She said it would be a positive experience for the youth to attend the job fair and to interview with the businesses.

Terri asked about the policy for youth if they get fired or quit their job. Krystal said if they get fired or just quit with no notice, the youth usually try to avoid her. Therefore, she tries to keep their last check so she can try to find them. Then she is able to speak with them about the reasons they messed up. Then they either have to go through Alchemy, Work Readiness, or some type of training. She said they are all aware that if that they throw away an opportunity they have been given, that there are other people waiting and they will have to wait a while before they will get another chance.

- **Gamm Inc**

Sheree Prebe, Gamm, Inc. was unable to attend so Brandi presented Gamm's report. Brandi said Gamm was on target with their expenditures and would be able to spend all of their youth funds beyond the 80% requirement. She said Gamm was also preparing for the State Park Youth Corps Summer Youth Program, and they have 36 slots in the NEMO and Mark Twain sub-regions. Brandi said currently they don't have as many applications as Boonslick which is unfortunate because the screening process is lengthy and some youth will not qualify. She hopes to get more applications for all of the locations with her next download. Brandi said the State is doing a lot of promotion for the project. In addition, Gamm has a person who goes to Clark County once a week who is going to try to get youth to apply for The Battle of Athens and Iliniwek Village locations.

Brandi said Sheree also mentioned that Gamm has been trying to recruit more youth and this would be seen in the Mo Performs report she would share later. She noted that the Hannibal Career Center has another staff vacancy in addition to the vacancy Sheree spoke about at the last Youth Council meeting. Brandi said Gamm is in the process of funneling an existing staff person into that position and will not have to completely train someone new.

WIA YOUTH PROGRAM UPDATE

- **Mo Performs Report**

Brandi passed out and reviewed the Mo Performs Report. The report reflected individuals who were new registrants, individuals who had exited, and individuals who were currently enrolled through February 2010. Brandi pointed out that from November to the end of February Hannibal had increased their numbers by 11. Brandi then reviewed the dashboard report which showed the total performance for the region. She explained that we are over achieving our negotiated performance measure for attainment of degree or certificate and placement in employment or education. However, the third measure of literacy and numeracy was blacked out because there is a glitch in the system and it is incorrect. She said she would let the Youth Council know what the correct percentage was for the measure when the information was correctly entered into the system. Brandi said she felt both subcontractors were meeting their expenditures and their performance in all measures except literacy and numeracy.

JoAnn requested feedback from the Youth Council regarding staff from the Warrenton High School requesting information on youth who succeed in getting their GED. After discussing the issue, it was suggested that she first learn more about how they planned to use the information.

- **Summer Youth Program**

Brandi gave an update on the summer youth program with the State Parks Youth Corps. She said the last Youth Council meeting was just after the first meeting for the summer program and they were looking at more slots for the region. We now know that we have received 49 total slots for the Northeast Region (36 for the NEMO and Mark Twain sub-regions that Gamm will be handling and 13 for the Boonslick sub-region that BRPC will be handling). We will be working with six State Parks, and the program will run similar to last year's summer youth program. As of April 4th, about 173 youth had applied, and she has at least 2 more downloads of applications coming by Monday. Brandi said she didn't feel there would be anything else for a summer youth program, except State Parks Youth Corps.

- **Monitoring Report**

Brandi provided a copy of Gamm's monitoring report to the Youth Council. Brandi explained the monitoring process that was completed in December by WIB staff, and said during that time file reviews were done for the youth program. The monitoring report listed the concerns and comments from those files. For Gamm, there were two concerns noted for literacy and numeracy, one for underpaid wages, one for overpayment, and one for a grievance. Brandi explained the difficulty the career centers were having with the literacy and numeracy measure, and said Gamm is now using online TABE testing instead of the GED sites to ensure the youth are tested within the required time frame. She said the concerns of underpaid and overpayment of wages were due to the issue of coordinating payments between Gamm's LaBelle office which handles all of their finances and the individual career centers. Brandi said the concern of the grievance, involved a signature issue where the parent signed in the youth and parent spot and staff didn't notice that the youth had not signed the form. Brandi said recommendations had been made regarding the concerns.

Debbie Akright made a motion to approve the monitoring reporting for Gamm, Inc. Donna Dunwoody seconded the motion, and the motion was approved.

Brandi then reviewed the monitoring report for Boonslick RPC. Concerns noted were for literacy and numeracy, eligibility documentation, applicant statement signature and attestation signature. Comments noted were for work experience and timesheets.

JoAnn talked about the issues Boonslick was having with St. Charles Community College and that they only have two times per month to test youth. She described the process Boonslick has put into place to help to meet the literacy and numeracy measure.

Brandi said the files that were monitored were dated July 1, 2009 through December 1, 2009. During that time, both subcontractors were doing the summer youth program and had new staff in place working with summer youth and trying to juggle the regular youth as well. Brandi noted that Boonslick has implemented a lot of workshops for their participants.

Donna Dunwoody made a motion to approve the monitoring reporting for Boonslick RPC. Alonna Murphy seconded the motion, and the motion was approved. Brandi said the recommendations would go to the WIB for their approval at the next board meeting in May.

YOUTH COUNCIL RECOMMENDATION FOR EXTENSION OF YOUTH CONTRACTS

Subcontractors and their staff left the room for this discussion. Brandi said the main monitoring concern with both subcontractors was the literacy and numeracy measure which the region was currently failing. Donna asked when the Youth Council could expect to receive updated information regarding the measure. Brandi said we should have received the new data in April but it didn't happen. She explained that when the WIB was notified that we were failing the measure, staff sent guidance to the subcontractors telling them to investigate the issue. We found that the main issue was that a lot of information wasn't in the system because it hadn't been entered into the appropriate location. However, we also had some youth that needed to be tested and we made the providers aware of that. Brandi said the youth have to be tested each year to see if their level has increased. In addition, they have to increase their level by so much before it is counted as positive. In some cases if the youth doesn't increase, it will be a negative and we can't do anything. But if it is just a matter of not being tested, we can correct that. So the subcontractors have put measures in place to see that the testing gets done, and they have put all the information in the right location into Toolbox. Brandi said that was completed last month. She was hoping to share the new report but it wasn't available. When she got that information, she would send it to the council members.

Brandi said the one year extension of the youth contract to Boonslick RPC would be for the Boonslick sub-region which includes Lincoln, Warren and Montgomery Counties, and the one year extension for Gamm, Inc. would be for the NEMO and Mark Twain sub-regions which would cover the other 13 counties we serve.

Donna Dunwoody made a recommendation to extend the youth contracts for one year to Boonslick RPC. Debbie Akright seconded the motion, and the motion was approved.

Donna Dunwoody made a recommendation to extend the youth contracts for one year to Gamm, Inc. Alonna Murphy seconded the motion, and the motion was approved. Brandi said the recommendations would go before the WIB at the next board meeting.

STRATEGIC PLAN; COMMITTEES

Brandi gave the members an updated copy of the plan. Due to the lack of time, the strategic planning and committee discussion was postponed until the next meeting of the Youth Council.

OTHER BUSINESS

Brandi said the Youth Council had been looking at individuals to recruit for members. She said one of the teachers Sheree recommended at the last meeting has some serious health issues and could not consider the position. Brandi didn't know if Sheree had heard from the other individual that she had recommended.

- **Job Corps Presentation**

Jimmy Gear and his colleague, Shileen High, provided a presentation regarding Job Corps. Jimmy said Job Corps is a Vocational Training school. He works in Admissions and Shileen works in Career Transition. Jimmy said he tells students Job Corps is sort of like going on to college. Students stay in the dorms. Job Corps does have some non-residential centers but they

are not local and are hard to get in to. Job Corps is completely funded for the students. They only pay for transportation if they want to come home on holidays and for their toiletries. They get an allowance of \$25 every two weeks, a clothing allowance every three months, their meals, some campus entertainment, and occasionally they get to go off campus for movies etc. based on how well they are doing in the program. They get paid travel for their vacation (two weeks for July 4th and two weeks for Christmas). Jimmy said he tells students they are getting paid \$25,000 a year because that's the value of the program. The students also get finishing bonuses. If they receive their GED or diploma while in the program they get \$250, and they receive \$750 if they already have their GED or diploma and complete one trade. Jimmy said they can take as many trades as they want as long as they finish in two years. Youth must be ages 16-24. They must be 16 when they go in, and they can't be 25 and be in the program.

Jimmy said Job Corps is not a rehabilitation program, and they are not looking for troubled kids. It is a training program for people that can't afford to pay their own way to go to a technical school or college. To be eligible the youth have to be lower income which is established by the poverty guidelines. He said although youth can have some criminal stuff in their background, they aren't taking anyone that has felonies. He said every file gets reviewed and if they have a criminal background or a medical issue it gets examined pretty intensively.

Jimmy said life at Job Corps is very structured and the students have rules they must follow. Students will go over a career plan that meets their goals with a counselor. They have to stay in their dorms, make their beds a certain way and keep their living area clean. They have lights out and a wake up time. They have to be drug free when they go in and stay drug free. If they have any drug issues during the program, they will be kicked out. If they test positive on entry, they get 45 days to try to get a good test. If they fail the second test, they are removed from the program. If they are involved in any kind of felonious activity, they will be removed from the program.

Jimmy said Job Corps has 122 centers in the U.S. and offers 75 different trades. The trade programs are done mostly at the centers; however, students do a lot of work experience at local businesses or in the communities. They try to place the students in the centers that are the best fit for them, or according to the trade they choose. If the youth have a clean folder with no criminal background and have their GED and/or diploma, especially if they are female, the average time to get into the program is four to eight weeks. Jimmy said they hope to have the students lined up with a job before they complete the program but if they don't, they will receive one year of service from the Career Transition Team to help them locate employment.

Shileen said as a result of last year's stimulus funding and the recent emphasis on green jobs, Job Corps has been revamping their centers toward green trades which will help their students. She recently toured a center in Louisiana and their automotive trade is doing things with hybrid cars. Other centers are developing things in the construction trades and with wind turbines and solar energy. However, the MO centers haven't focused a lot toward the green jobs yet.

Shileen said if the student doesn't complete the program she can assist them with finding a job, housing, counseling, connecting with other services, etc. for three months. If they complete the program, she normally assists them for one year. However due to the economy, the time frame has been extended to 15 months. Individuals who are open to relocation can be sent to jobs anywhere in the country. Some individuals wish to return to their hometowns, and she tries to find jobs for them there. Shileen said she will be in Kirksville on the 27th for the job fair. She

has four or five kids in the area and she will be talking to employers and bringing the kids with her. She said she also attended the past job fair at Warrenton. She also sends kids to the career centers and refers them to Gamm services.

Jimmy and Shileen both stated that the areas they serve are quite large. Jimmy said that although his service area is large, he is very willing to go outside of his area to sign up youth if they have their paperwork ready (birth certificate, social security card, driver's license and medical records). He stated that a lot of youth are interested in what Job Cops has to offer.

CONFIRM NEXT MEETING DATE/LOCATION

The next meeting date was set for June in Macon, Missouri. The exact date, time and location will be determined later.

ADJOURNMENT

Jimmy Gear made a motion to adjourn the meeting. Debbie Akright seconded the motion, and the meeting adjourned at approximately 3:20 p.m.

Respectfully Submitted By:

Mark Chambers