

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

August 7, 2009

PRESENT:

Youth Council Members:

Debbie Akright, Division of Youth Services
Donna Dunwoody, Moberly Housing Authority
Emmett Garner, Missouri AFL-CIO
Terri Jones, Kirksville Area Technical Center
Laura Melling, Youth Participant
Penny Miles, Northeast Missouri Community Action Agency
Alonna Murphy, 10th Circuit Juvenile Office

Guests:

Krystal Collins, Boonslick RPC
Jimmy Gear, Dynamic Educational Systems, Inc.
Sheree Prebe, Gamm, Inc.
JoAnn Toerper, Boonslick RPC

NEMO Workforce Investment Board Staff:

Brandi Glover
Sharon Hillard
Linda Studer

MEETING CALLED TO ORDER

Chairperson Terri Jones called the August 7, 2009, Northeast Missouri Workforce Investment Board (NEMO WIB) Youth Council (YC) meeting to order at approximately 10:10 a.m. at the Monroe County Farmers Mutual Insurance Community Building in Paris, Missouri.

ROLL CALL AND SIGNATURE SHEET

Linda Studer took roll call. Seven Youth Council members were present, and a quorum was established. A signature sheet was signed by all individuals.

APPROVAL OF AGENDA

Emmett Garner made a motion to approve the agenda. Penny Miles seconded the motion, and the motion was approved.

APPROVAL OF THE YOUTH COUNCIL MINUTES

Penny Miles noted that a correction needed to be made on the last page of the minutes. She said the parentheses needed to be removed in the last sentence of the second paragraph, and a comma needed to be inserted.

Penny made a motion to approve the minutes as corrected. Emmet Garner seconded the motion, and the motion was approved.

YOUTH SERVICE PROVIDERS UPDATES/REPORTS

- **Boonslick RPC**

JoAnn Toerper provided service provider reports for the regular youth programs for July 1, 2008 through June 30, 2009, for the in-school and out-of-school ARRA 85% funding and 15% Next Generation Jobs Team (NGJT) funding for July 1 through July 31, 2009. She said through July most of Boonslick's expenditures had been focused toward the NGJT programs. However, they are working on a long list of enrollments and the numbers for the regular in-school and out-of-school programs will continue to grow. JoAnn said they have been able to serve quite a few kids through the Governor's 15% discretionary funding who didn't meet the criteria for the 85% funding, and she didn't foresee any problem spending the funds by September 30. To date, their expenditures for the summer employment opportunity were \$38,000. JoAnn said the kids were still in their work experiences, and staff is monitoring both the youth and the worksite supervisors at least every two weeks. They have had only two workmen's compensation issues. She said the NGJT program had been an excellent opportunity for the youth, and had helped Boonslick move forward in their relationships with the local businesses. JoAnn said through the Workplace Readiness training the youth had learned about the completion of timesheets, showing up on time, calling in when necessary and other procedures expected of them. She said the summer program has been very valuable for the youth and the community. They have received wonderful feedback from the businesses, and several of them are looking at hiring some of the youth permanently after their summer work experience is completed.

JoAnn said Boonslick had 46 youth enrolled in their regular in-school program and 25 in their out-of-school program. Their enrollments for the NGJT 85% funding were 13 for their out-of-school youth and 20 for their in-school youth. They had 20 youth enrolled in their NGJT 15% funding, and 21 youth were dually enrolled. Their total planned enrollments for the first quarter

through 8/7/09 was 19, and they have 10 that will transfer from the NGJT. She said the total number of hours worked on the NGJT program was 7,580. They had 61 employees and a salary range of \$7.25 to \$12.00 per hour. Their success rate was 84%. Krystal also shared some of the success stories of the youth who were employed through the NGJT.

Emmett asked if the subcontractors were aware that the law requires youth to be at least 18 years of age before working around some of the heavy equipment. Krystal and JoAnn said the Child Labor Laws had been reviewed with the employers and no youth under age 18 were placed in those positions.

Laura Melling talked about the work she was doing for Shelter Insurance Agency in Warrenton. Some of her job duties included filing, answering the phone, and calling people on their birthdays. JoAnn said the owner of the agency reported that Laura was able to remember the phone script very fast and they were able to give her the responsibility of answering the phone pretty quickly.

- **Gamm, Inc.**

Sheree Prebe apologized for not having Gamm's reports prepared for the meeting. She said in her last report to the Youth Council there was some concern about Gamm meeting their 80% expenditure requirement for PY 08. Sheree said Gamm did meet that requirement. She said they did a lot of dual enrollments with the NGJT summer youth and the regular summer youth so they could expense out of both funding pots to meet their 80% rate, and they were able to enroll many more youth into the NGJT. Their total enrollments for summer youth were approximately 306. Sheree said they are required to spend a minimum of 80% of the NGJT funds by September 30. Because she was going to be 100% spent prior to September 30, she requested more funds. The state looked at other regions that were not spending their money as quickly and gave her an additional \$154,000. She said most of her NGJT expenses are for the out-of-school youth because they are also spending local dollars on the in-school youth. As of July 31, they have spent \$192,000 of the \$308,000 NGJT in-school 85% youth funds and \$241,371 of the \$308,000 NGJT out-of-school 85% youth funds they received. She put the additional \$154,000 she received into the out-of-school youth category where the majority of their expenses were. Sheree said they had spent about \$56,000 of the \$147,000 NGJT 15% discretionary funding they received, and they are continuing to do enrollments under the 15% funding. She said although this was a little low, she felt they would be okay. Sheree said the NGJT program had been a nice experience. However, she still had the regular programs to run and she was behind. Things had been very busy, and they had learned some things that will hopefully make the program better next year if it is offered. One of the hardest things to do was forecasting how much money was needed for payroll. Twice she had to contact the WIB office on short notice to see if they could draw down more funds.

Sheree said the Northeast was probably one of the only regions to serve the 14 to 15 year old youth, and the youth were given opportunities to do some job shadowing and career exploration. Sheree said the salary range for the NGJT program was from \$7.25 to \$12.75 with the majority earning between \$8.00 and \$9.00. Sheree talked about the youth that were working on the concrete/construction crews in Palmyra, Kirksville, Memphis and Edina. She said some of the projects they are working on include repairing a jail, working in a park, doing roof repair on a shelter house, painting city barns, repairing park benches and helping concrete crews to construct sidewalks and driveways for the cities and fire stations. Because of Child Labor Laws, the youth

have to be 18 to work on these crews. So far they have had only three Workmen's Compensation claims. She said the crews will be working through September 30. Some of the kids are close to completing their limit of 320 hours and will have to be replaced by other kids.

Alonna asked what the job positions were for the youth who were earning \$12.00 and \$12.75 per hour. Sheree said the youth earning \$12.75 was working for a business in Kirksville and had just started, and most of the youth on the work crews were earning \$12.00. Alonna said some of the kids were probably earning more than their parents due to the income requirements to get these positions.

Emmett discussed the Prevailing Wage Laws and Preferred Labor Standards. He also provided a brochure and said more information could be found on the MO Department of Labor's website. He cautioned that the subcontractors needed to be careful when going into community public work projects because that work may fall under the Prevailing Wage Laws. Terri said these work crews may fall under special conditions due to the educational aspect of the NGJT program. She asked if the state had provided any information regarding Prevailing Wage Laws to the subcontractors. Sheree replied that they had not.

- **MO Performs Report**

Linda passed out the MO Performs reports. She said career center staff does the data entry in our Toolbox Case Management System and that system feeds into the MO Performs System. Linda said one person at each career center and Sheree and JoAnn have access to the MO Performs System and they have the ability to see this information at any given time. Linda then reviewed the reports.

The Youth Council questioned why Moberly had only one person exit the program. Sheree said she wasn't sure and she would have to look into it. She said her staff had been very busy this year and had served a lot of clients. Most of their clients had been dislocated workers. She said the customers are the driving force and the staff is very busy and is working very hard.

The Youth Council members discussed that the numbers were misleading because they were based on the region's goals and not the actual percentage of participants. Linda agreed, but she said the region is required to meet a minimum of 80% of our goals and the Youth Council needed to know what percentage of our goals we have achieved.

Terri asked if all the regions exceeded their measures by considerable amounts, if the state would raise the measures. Linda said the measures are negotiated with the regions, and the state may ask us to renegotiate at a higher rate. However, they have allowed us to keep the same measures for the last couple of years. She said we are given the opportunity to provide them with information such as the recent economic condition and the loss of jobs that would indicate that it would be difficult to place individuals in employment. Sheree added that two years ago because we had done so well our measures were increased, and we were being held to a higher standard than the other regions. She said the WIB took that argument to the state, and they lowered our performance measures.

Linda said the Youth Council had been given a lot of information. She asked which MO Performs reports they would like to receive in the future. The members indicated that they would like to receive the common measures performance goals reports and the regional performance information for youth placement and the youth attainment of degree information.

SUMMER YOUTH PROGRAM UPDATE

Brandi passed out a report of the 2009 NGJT that listed the worksites where the summer youth have been placed. The report included information for employer worksites, number of positions and type of positions for both the 15% and 85% NGJT program funding for the whole region.

SUMMER YOUTH PROGRAM MONITORING REPORT

Brandi said the Summer Youth Program Monitoring had been completed. The monitoring was conducted by her and Linda. They monitored all of the career center's files and found everything to be pretty good. She said there were several calculation and data entry errors which they expected to see due to how quickly the subcontractors were asked to get the program going. However, there were no real eligibility errors. Brandi noted that these types of errors have been reported all across the state and nation. She said the staff's case notes were not what they typically see with the regular clients, and they could tell that the staff had big case loads and they were trying to do things quickly. Brandi said they did catch the subcontractors on a few things that may have been due to the state changing things so often. She said the subcontractors had to go back and do a lot of data entry that they were not told they had to do up front. Overall, they were pleased with how the monitoring looked. They were especially impressed with all the worksites and where the youth have been placed. She said these youth would never have had the opportunity to get this experience if it had not been for this program. Brandi said the interviews they conducted were also good, and the youth and the employers were also very pleased.

REQUEST FOR PROPOSALS-WIA YOUTH PROGRAM (OCT. 1, 2009-JUNE 30, 2010)

The youth providers were asked to step out while this was being discussed. Brandi said the WIB received two proposals for the WIA Youth Program Request for Proposal (RFP). The proposals were submitted from our current subcontractors Boonslick RPC and Gamm, Inc. Brandi said the Youth Council RFP Review Committee had until August 14 to review the proposals, and they could ask for clarifications if necessary.

The Youth Council asked if the committee had to recommend the proposals if they felt they were not acceptable. Brandi stated that the Youth Council did not have to recommend the proposals if they were not acceptable. It was discussed that, if necessary, the proposals could be recommended with conditions.

The Youth Council also discussed the issue of subcontractors not providing performance reports or not providing them to the WIB office prior to the Youth Council meetings. The Youth Council decided that the subcontractors should prepare their reports in advance of the Youth Council meetings. The reports should be submitted to Brandi by the second Friday of the month before the Youth Council meeting. Brandi will then forward the reports to the YC members. The Youth Council decided to change their meeting date to the third Friday of the month to accommodate the subcontractors with the process. The subcontractor's reports should include information on numbers served, financial data and performance measures. The Youth Council would also like the subcontractors to provide more personal success stories regarding the individuals they have served.

STRATEGIC PLAN COMMITTEES

This issue was tabled.

OTHER BUSINESS

Brandi said Jimmy Gear had been employed in the position vacated by Debbie Atkinson at Job Corps. She said having a member of Job Corps on the Youth Council is a requirement of the Workforce Investment Act and Jimmy was willing to serve in that capacity. She asked for a motion to nominate Jimmy as a member of the Youth Council representing Job Corps.

Penny Miles made a motion to recommend that the Workforce Investment Board nominate Jimmy Gear as a member of the Youth Council. Donna Dunwoody seconded the motion, and the motion was approved.

Brandi said she would ask that the Workforce Investment Board vote on the nomination at the next WIB meeting.

Debbie Akright asked for someone to volunteer to speak about the Workplace Readiness programs and about what employers expect of their employees at their group homes. She would also like them to provide information regarding basic job skills and future up and coming careers. It was suggested that she contact the Community Action in Columbia and Angela Hurst at the Mexico Career and Tech School. JoAnn also volunteered to help out in the Troy and Montgomery area.

SET NEXT MEETING DATE/LOCATION

The next meeting date was set for 10:00 a.m. on October 16, 2009 in Paris, MO.

ADJOURNMENT

The meeting adjourned at approximately 12:15 p.m.

Respectfully Submitted By:

Mark Chambers