

SANTEE-LYNCHES WIB
Youth Council Meeting
Wednesday, July 27, 2011 – 9:00 AM
Santee-Lynches Regional COG
36 West Liberty Street, Sumter SC 29151

Minutes

Youth Council Members Present:

Thaddeus Dickey, Ed Garrison, Sharon Teigue, John Tindal, Gerald Vaughn,

Youth Council Members Not Present:

Barbara Brown, James Coleman, Jean Ford, Rose Ford, Tavita Heriott, John Huggins, Ramona Lies, Troy Santoscoy, Donald Witherspoon

Staff Present:

Brenda Golden, Workforce Development Youth Director
Areatha Clark, Workforce Development Interim A/E Director
Donna Thames, Workforce Development Administrative Assistant
Hope Turner, Workforce Development Finance Coordinator

Guests Present:

Jessica Harris, Palmetto Youth Connections
MaryAnn Sewell, Palmetto Youth Connections
LaTishe Sanders, Palmetto Youth Connections
Ashley Wiley, Palmetto Youth Connections
James Williams, Student in the Youth Program
Zuelda Williams-Smith, Sumter Housing Authority

I. Call to Order, Welcome & Introduction of new Members & Guests

Youth Director, Ms. Brenda Golden, called the Santee-Lynches Workforce Investment Board's (WIB) Youth Council meeting to order at 9:10 AM. Everyone introduced themselves.

Ms. Golden explained that with Ms. Beverly Moberg being appointed as WIB Vice Chair, currently the Youth Council does not have a Chairman. A Chair will be appointed by the WIB Chairman and approved by the entire WIB at the next meeting.

She proceeded with the Power Point presentation reviewing each slide:

- What is the Youth Council?
- Required role of the Youth Council
- 10 WIA Program Elements

- Performance Measures
- Expanded role of Youth Council
- Scope of Work of Youth Council
- At-Risk Youth and Career Sufficiency

Each member present was provided a copy of the presentation.

II. Approval of Minutes – May 17, 2011 (M)

Ms. Golden entertained a Motion to approve the Youth Council Meeting Minutes of May 17, 2011. **The Motion was made by Mr. Troy Santoscoy and seconded by Ms. Sharon Teigue.** There being no discussion, Ms. Golden called for a vote. **All were in favor and the motion passed unanimously.**

III. Request for Proposal (RFP) for Transportation Services

Ms. Golden provided background information on the RFP for transportation and explained that by going out for an RFP, we were able to access a SC Department of Transportation (SCDOT) grant and use federal matching funds in the amount of \$32,500 along with WIA Funds, thus providing an opportunity to serve additional participants. She explained that the Executive Committee and the WIB approved the RFP process. Only one proposal was received from the RFP, which was from Santee Wateree RTA. Mr. Gerald Vaughn questioned if RTA will be providing services in all four counties. Ms. Golden responded “yes” and stated that in their proposal they provided two methods of calculating cost: (1) by mileage at \$1.60/mile and (2) a flat rate. Ms. Areatha Clark explained that by having two options of calculating cost, it will help control the cost and because of the grant from SCDOT, it helped with the flexibility to determine the cost by the two methods.

Ms. Golden explained that the normal process is to have a Rating and Ranking Committee review the proposals and score each one individual. Since there was only one proposal, Ms. Golden asked the Youth Committee how they wanted to proceed.

Mr. Ed Garrison **made a motion to approve the proposal from Santee-Wateree RTA and to award the contract to them. The motion was seconded by Ms. Sharon Teigue.** There being no further discussions, Ms. Golden called for a vote. **All were in favor and the motion passed unanimously.**

IV. Update Progress on the Strategic Plan

Ms. Golden continued with the Power Point presentation:

- 2009 – 2010 – 2011
- Draft Copy of the Four-Year Youth Council Strategic Plan – 2011-2015
- Proposed Changes to the SL WIB’s Strategic Plan

Ms. Golden explained that in the Spring of 2011 focus area groups met and began reviewing the Strategic Plan for the Youth. Five goals were established and objectives established for each goal. The next step is to complete the strategies with timelines and outcomes for each goal.

Mr. Thaddeus Dickey along with Mr. Troy Santoscoy are Co-Chairing Goal #1 (Foster opportunities for "in-school" youth to pursue meaningful careers by helping schools and businesses align curriculum with the needs of the economic community in career specific professional workshops). Mr. Dickey reported that he and Mr. Santoscoy have met with Dr. Cleo Richardson, Superintendent with Lee County School District, as well as with others from the Career Center in Lee County and the High School to discuss career objectives. They are having discussions about what businesses need in the County – (i.e. Coca Cola is looking for fork lift drivers). Interview skills trying to bridge the gap between students looking for work and employers are also being discussed along with using the One-Stops to help develop resumes. Mr. Dickey reported that they will be interviewing and meeting with representatives from the other three counties in the future.

Ms. Sharon Teigue gave an example of a representative from Clemson working with the Career Centers by assisting students with starting small business.

Ms. Golden asked if the Youth Council was heading in the right direction with the goals established. Does the Council want to continue with merging the Youth Strategic Plan with the WIB's plan? What is the feedback with the Committee Reports? Does the Council want to continue planning the strategies for each goal? Ms. Sharon Teigue responded that this will require a lot of work and Mr. Ed Garrison added that the Youth Council should allow time to receive the Committee Reports. Ms. Areatha Clark suggested that a timeline be set with the outcomes from the Committee Reports in order to complete the final document. She further explained that the WIB is working on Certification and the WIB must continue with the SL WIB's Strategic Plan. Ms. Golden responded that the Committees are meeting now and preparing strategies with timeframes and outcomes. She then turned to Mr. Dickey for his input. Mr. Dickey was in agreement. Ms. Golden will email the Chairs of each of Committee.

V. Out-of-School Youth Program Six-Month Review

Ms. Mary Ann Sewell, program manager at Palmetto Youth Connections, reviewed PYC New Enrollment numbers as shown on the chart diagram provided to the Youth Council Members. Program Year '10's goal was to enroll 64 new participants. They enrolled 40 new participants. Ms. Sewell explained that PYC's goal for the upcoming year is to exceed expectations. During the month of July, they enrolled 6 new participants and had 2 additional potential participants to enroll during the month. Their goal for Program Year '11 is 180 new participants in addition to serving 50 carry over participants (a total of 230).

Ms. Sewell gave an overview of the PYC's partners and who they are working with by County. In Kershaw County, Staff has formed partnerships with Goodwill, DSS, First Steps and Adult Ed. In Sumter County, Staff has formed partnerships with South Sumter Resource Center, Goodwill and the Boys and Girls Club. In Clarendon County, they are located at the FE Dubose Center and are printing brochures and flyers and working on partnerships.

Jessica Harris, lead career coach, introduced a PYC participant, James, who received his GED on May 24th and achieved a Fork Lift Class Certificate as well. Ms. Golden asked James how he found out about the program, and he responded that he went to the One Stop.

Ms. Harris continued, explaining that James was introduced to the program through Paxen and attended Paxen classes but did not receive his credentials. Now he has his GED and forklift training, he is applying for jobs and talking about college. Ms. Harris said she was very proud of James and that he is a great representative of our Program.

Gerald Vaughn asked whether he attended full or part-time, and he attended full time. James was also asked whether he utilized the RTA service, and he said that he had transportation but needed RTA to take the test in Columbia.

Sharon Teigue added context to the discussion about GED, stating that the GED is actually 5 tests, 8 hours total. The math is all word problems and in her opinion only about 1/3 of high school students could pass the math, it is very difficult. If someone passes the GED, they have demonstrated their skills.

Ms. Golden thanked James for coming and participating.

Ms. Golden pointed out that the Dashboard Report contains the types of achievements of the participants. There have been a total of 27 positive placements. She noted that PYC is also tracking the students who are taking the Workkeys test, 11 have achieved Bronze level and 1 Silver. Also, 43 resumes have been completed. Continuing to the chart on new enrollments, Ms. Golden pointed out that PYC did not quite meet goals in their first 6 months with some issues from the previous provider as well as startup. They are underway in July with 8 estimated enrollments.

Ms. Teigue added that in fairness to PYC, they had many problems to work through based on the transition from the previous provider, Paxen. The TABE testing was incorrect and there were other issues that required time in the first month to fix; now they are getting back on track. She also noted that in July Adult Education offices are closed and many other partners are closed or scaled back.

Ms. Golden reminded the Council that the new enrollments are only part of the picture, that PYC is also working with students in follow-up.

Hope Turner, financial coordinator for the WIB, reviewed PYC from a financial perspective (see handout). In the first block Henkels and McCoy d/b/a PYC had a \$400,000 contract and spent 67% of funding. The carryover of \$132,206.10 will roll over into new Program year. She noted that she is working on the profit invoice of nearly \$13,000. Closeouts must be received by August 10th and there may be more expenditures. The new Contract for PY11 is \$800,000. All positions except one have been filled, and career coaches are settled in all four counties.

Ms. Turner also reviewed the bottom area in grey, highlighted in pink. We spent 100% of the ARRA money and did not have to send any money back. Using ARRA funds means we will have carryover WIA funds into this year. Also, we did not earn any incentive money for the new year because we concentrated on the ARRA funds instead of program funds. Ms. Turner reported that we have not been given the amount of funding from the state for PY 11. Funding levels are not stable, but we are in good shape since this is one of the few years that we have carryover funds to continue operating. We are on solid ground financially, she reported. In response to Ed Garrison's question about when

we will be notified of funding, Ms. Turner responded that the Notice of Funding Availability hopefully will be sent out next week. Ms. Turner also noted that we will receive 100% on Youth Funds while only 8% of Adult and 19% of dislocated worker funds, so she always tries to keep carryover funds to help with cash flow.

Mr. Vaughn asked what our definition of youth is, and Areatha Clark responded they are ages 16-21 and out of school. Ms. Golden explained that "out of school" could mean a high school dropout, someone who received a "certificate of attendance" rather than a diploma, or someone who received a diploma but is still basic skills deficient in reading or math.

Mr. Vaughn also asked about the health sector initiative on the WIB board, and whether the Youth Program has a plan for sectors. Ms. Golden responded that she is working with the health sector partnership and that a youth health sciences expo will be held this year.

Ms. Golden further explained that the Career Coaches counsel youth on jobs that have better employment opportunities and Ms. Harris added that a career assessment is completed with all new participants to determine their strengths to match up with employment. Mr. Vaughn responded by asking whether our services help students with entry level employment, and Ms. Harris said that out participants are at risk; we help them get to work and training. After that point, we encourage them to branch out and improve self sufficiency.

The meeting adjourned with the next meeting scheduled for 4 pm on August 18 prior to the WIB meeting.

Recorded by Brenda Golden