

SANTEE-LYNCHES WIB
Youth Council Meeting
Friday, October 7, 2011 – 9:00 AM
Santee-Lynches Regional COG
36 West Liberty Street, Sumter SC 29150

MINUTES

Youth Council Members Present:

Barbara Brown, Thaddeus Dickey, Ed Garrison, Troy Santoscoy, Zuelda Williams-Smith, John Huggins, Sharon Teigue

Youth Council Members Not Present:

Dr. James Coleman, Jean Ford, Rose Ford, Tavita Heriott, Jeremy Lane, John Tindal, Gerald Vaughn, Donald Witherspoon, Ramona Lies

Staff Present:

Brenda Golden, Workforce Development Youth Director

Guests Present:

Kal Kunkel, Palmetto Youth Connections
MaryAnn Sewell, Palmetto Youth Connections
Jessica Harris, Palmetto Youth Connections
Jeremy, youth participant

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

Mr. Troy Santoscoy called the Santee-Lynches Workforce Investment Board's (WIB) Youth Council meeting to order at 9:00 AM. He welcomed the staff of PYC present: Kal Kunkel, Mary Ann Sewell, and Jessica Harris. Ms. Harris introduced Jeremy, a participant who just achieved his GED and completed forklift training.

II. Spotlight on YouthBuild, Lana Odom. Ms. Odom could not attend the meeting and will be invited to a future meeting.

III. Approval of Minutes – July 27, 2011 (M)

Mr. Santoscoy entertained a Motion to approve the Youth Council Meeting Minutes of Aug. 18, 2011. **The Motion was made by Ms. Sharon Teigue and seconded by Mr. Ed Garrison.** There being no discussion, Mr. Santoscoy called for a vote. **All were in favor and the motion passed unanimously.**

IV. Monitoring response from PYC

Ms. Brenda Golden, youth director, explained that the WIB has a contract youth provider, and a monitoring is completed on the provider's adherence to the contract at the end of the contract period. The WIB staff conducted this monitoring of Palmetto Youth Connections for the Jan-June, 2011, contract period. PYC then responded to the findings and observations in the monitoring letter. Mr. Santoscoy indicated that PYC monitoring response is in the Youth Council packet, but had been provided previously for their review. Ms. Golden called attention to the letter from Jim Darby of September 29, 2011, accepting PYC's response to the monitoring. She reviewed two items from the letter, one about mentoring and the other about the performance measures cited in the monitoring.

Corrective Action Plan

Ms. Golden shared a correction action plan dated September 30, 2011, compiled in response to WIB Chair Ginny Dority's request to the COG (see letter attached) after receiving an SC DEW Status Report for the 4th Quarter. Ms. Golden highlighted the material on p. 1 under WIA youth performance, and outlined the corrective action taken to improve the one measure listed in the report as not meeting the goal: "attainment of degree or certificate." Corrective action shown in the plan includes termination for cause by the previous youth provider, selection of the new youth provider (PYC), youth director hiring, collaboration with Adult Education and other community agencies, and the funding of the JAG program at Manning High School. Ms. Teigue asked about the performance measures and whether they reflected PYC or previous providers. Ms. Golden replied that this performance measure represents previous providers and the purpose of the document is to demonstrate what has been done toward better outcomes.

Ms. Golden then referred to p. 4, "required youth follow-up – opportunity for performance enhancement." The SC DEW report indicated that 151 youth participants have exited the program but have not received follow-up services in one or more quarters. The corrective action report shows that as of August 18, 2011, 15 participants were **overdue** for followup and 134 were **due** for followup services by the end of the quarter, September 30, 2011. This issue was brought to PYC's attention in August 2011 by WIA staff, and PYC increased efforts to reach these participants and complete followup. As of September 29, there were no overdue follow-ups from the 2nd quarter of 2011 remaining and 32 participants were still due by September 30, 2011. Mr. Kunkel reported that as of today, October 7, 2011, they are down to one participant still due for followup by September 30, 2011. He also explained that in some cases, the youth due for followup were from Paxen and are not familiar with PYC. Ms. Golden thanked PYC for their efforts to improve followup.

V. Strategic Plan update

Mr. Troy Santoscoy briefed the Youth Council on the WIB's strategic planning efforts. He explained that SC DEW conducted a pilot review (audit) last year of the Santee Lynches program, and that the many of the items keeping the WIB from being high performing were related to strategic planning. Mr. Ed Garrison asked if the new WIB strategic plan would negate the planning the Youth Council has already done within the focus areas. Mr.

Santoscoy explained that the new WIB document will not replace the planning conducted this year by the Youth Council, but will cover the major areas for the upcoming review. Ms. Golden added that nothing prohibits the Youth Council from covering more in its plan than the overall WIB plan.

VI. Jobs for America's Graduates update

Ms. Golden briefed the Youth Council on progress made in the Jobs for America's Graduates (JAG) program at Manning High School. At the last Youth Council meeting, members agreed to fund half of the JAG program at Manning High School, which was previously completely funded by the state (SC DEW). The full WIB board then voted to sponsor half the program, which would enroll 20 seniors.

Since approval of the funding, WIB staff has met with the JAG coordinator at Manning High School and are guiding their collection of documents from the participating seniors to determine eligibility under the WIA program. The Memorandum of Understanding between SC DEW, Clarendon School District 2, and the Santee Lynches WIB has also been developed, and SC DEW and Clarendon 2 have signed; the document is in the COG office today for our signature.

VII. Financial Report on Out-of-School Youth Program

Ms. Golden provided a financial update to the Youth Council Members per the attached Report through September 2011. She noted:

- Budgeted expenditures of 12% July-September vs. actual expenditures of 7% for PYC.
- Participant flow projection of 50 new participants from July-September vs. 39 actual for PYC.

Mr. Santoscoy asked Mr. Kal Kunkel of PYC about the variance between actual and budgeted expenditures. Mr. Kunkel explained that some invoices have lag time, such as the invoicing from the Adult Education offices, and that current expenditures are now closer to the budgeted amount.

VIII. Palmetto Youth Connections

Mr. Kunkel presented to the Youth Council (Power Point attached) highlighting the PY11 active enrollment, participant demographics, positive outcomes, and the current budget vs. actual as discussed previously. Mr. Kunkel also discussed eligibility vs. suitability in selecting participants. In general, for every 100 young people who inquire about the WIA program, about 10 will be suitable for the program. He emphasized that it is not an entitlement program. In our area, the percentage of those who are suitable is about 17-18%. Mr. Kunkel explained the various documentation required of participants, and that many people who are initially interested do not return or cannot provide documents. He illustrated this with the example of a current prospective participant who cannot provide a photo ID. He does not have a driver's license and cannot get a photo ID from the highway department without a birth certificate; the parent does not have a copy of the birth certificate or the \$40 to secure one. He explained that once all the documentation is provided, an eligibility interview is conducted.

Mr. Kunkel then explained the three performance measures and how they are calculated, emphasizing the challenges in seeing each participant through to a successful outcome. He also reviewed how the state calculates the performance outcomes. He also reviewed a chart showing the timeframes associated with each performance measure and how the reporting timeframes vary. Mr. Santoscoy thanked him for the informative report.

IX. Adjournment

There being no further business, the Santee-Lynches Workforce Investment Youth Council Meeting was adjourned at 10:30 AM.