

# Youth Committee Meeting Minutes-April 20, 2010

By: WIA Staff

Contact: [Les Thompson](#)

Workforce Investment Board Youth Committee Meeting  
Tuesday, April 20, 2010 5:00 p.m.  
Santee-Lynches Regional Council of Governments  
36 W. Liberty Street, Sumter SC 29151

## Minutes

### WIB Youth Council Members Present:

Clarendon: Beverly Moberg

Kershaw: Ed Garrison

Lee: Troy Santoscoy

Sumter: Ginny Dority, Sharon Teigue, Gerald Vaughn

### Excused Absences:

Clarendon: John Tindal

### Guest:

Jonathan Zeigler – The Paxen Group

### Staff Present:

Areatha Clark – Workforce Development Operations Manager;

Gwen Davis - Workforce Development Deputy Director; Donna

Thames – Workforce Development Administrative Assistant

### I. Welcome:

Chairperson Ginny Dority called the Santee-Lynches Workforce Investment Youth Council meeting to order at 5:07 p.m. She welcomed everyone present.

## II. Approval of Minutes (M):

Chairperson Dority called for a motion to approve the minutes for March 4, 2010. A motion to approve the minutes was made by Mr. Ed Garrison, seconded by Mr. Troy Santoscoy and passed. All were in favor.

## III. Paxen Performance/Charts:

Ms. Gwen Davis briefly reviewed the DOL Performance Charts for the 1st – 3rd Quarters of Program Year 2009. Currently performance is as follows: Placement in Employment or Education: 80% Goal – 53.6%, Actual – 46%; Attainment of Degree or Certification: 80% Goal – 44%, Actual – 41%; Literacy and Numeracy Gains: 80% Goal – 36%, Actual – 49%. Ms. Davis indicated that the staff anticipates all performance standards being met by the 4th quarter.

In a review of the Enrollment and Expenditure Charts, Ms. Davis reported that The Paxen Group is currently trending higher than the baseline percentage (75%) for their WIA In-School program and are trending below the same baseline percentage for their WIA Out-of-School program for the reporting period through March 31, 2010. It is anticipated that as new Out-of-School participants are enrolled, the expenditure level for this program will increase accordingly. Under ARRA, they are trending below the baseline percentage of 100% for their current ARRA Out-of-School youth program. However, they were able to spend 100% of the initial ARRA Out-of-School Youth grant and 71% of their initial ARRA In-School Youth grant that were awarded in June of 2009 and completed in December of 2009 for Kershaw County only. Projections and Actual Expenditure Levels thru March 31st are outlined below:

Grant Period: July 1, 2009 – June 30, 2010

- WIA In-School Program: Projections - \$73,491, Actuals - \$81,408
- WIA Out-of-School Program: Projections - \$511,440, Actuals - \$408,577

Grant Period: March 1, 2010 – April 30, 2010

- ARRA Out-of-School Program: Projections - \$97,241, Actuals - \$17,578

Grant Period: June 1, 2009 – December 31, 2009

- ARRA In-School Program (Kershaw County only): Projections - \$89,857, Actuals - \$63,890
- ARRA Out-of-School Program (Kershaw County only): Projections - \$108,828, Actuals - \$108,828

The Paxen Group's current enrollment level thru March 31, 2010 is as follows:

- WIA In-School Program: Projections - 9, Actuals - 4
- WIA Out-of-School Program: Projections - 150, Actuals – 132

Paxen's overall enrollment level for the year (235 participants) must be achieved by May 31, 2010, as outlined in their grant agreement.

Several committee members expressed concern regarding the high cost per participant, in particular with the In-School program. Ms. Davis responded that the costs were primarily curriculum, staff salaries and overhead charges. Ms. Davis noted however, that the In-School program will phase out at the end of June 2010. After a brief discussion, the committee members requested that a financial status report be created and emailed to them that illustrates expenditures by line item for each contract, along with an additional chart that illustrates the number of participants enrolled by county.

Mr. Jonathan Zeigler distributed a handout on their enrollment levels by county for their year-round youth programs. Ms. Davis interjected that figures outlined on the handout would be confirmed by the staff prior to the charts being created and emailed to the Youth Committee. Mr. Zeigler indicated that enrollment is increasing steadily overall. Although enrollment levels have steadily increased in Kershaw and Sumter Counties, there is still concern regarding serving youth in Clarendon and Lee Counties, as the enrollment level for both counties remain low. The plan for PY10 would be to incorporate a shot gun approach to enrollment, program completion and then placement. However, this plan needs to be communicated to the appropriate parties for it to be successful. Mr. Zeigler also shared that staff has visited local churches in both Clarendon and Lee Counties to recruit youth participants. However, they have experienced some challenges in Lee County. Youth Build and other agencies, including the One-Stop, are also assisting with recruitment by referring participants to Paxen's program. Ms. Beverly Moberg asked if Paxen had participated in or held any job fairs for youth. Mr. Zeigler responded that they recently partnered with the Sumter One-Stop at their recent job fair held at the Sumter Mall. Thirty (30) participants expressed an interest in the program. The staff has also participated in a job fair in Clarendon County and are working with Adult Education in Kershaw County. He added that they have significantly increased their recruitment efforts by distributing flyers, going door-to-door and visiting churches. Ms. Sharon Teigue requested that Mr. Zeigler contact her for possible referrals from Lee County. Mr. Zeigler concluded by inviting the committee members to visit the Salt and Light Church in Sumter where they are currently providing classes for twenty five (25) participants.

IV. Youth Service Provider/Transportation Service Provider for 2010:

## Youth Provider for Program Year 2010

A brief discussion ensued regarding the extension of The Paxen Group's current contract. Members again expressed concern regarding the high cost per participant for the four (4) In-School clients enrolled. They reiterated the need for additional details. Ms. Davis provided a brief explanation as to why The Paxen Group was allowed to operate with the same funding amount taking into consideration their enrollment level for the In-School Youth program decreased significantly. It was indicated that the In-School expenditures are currently an area of concentration for the local monitoring report and more details will be forthcoming. Moreover, Ms. Davis continued that the staff is recommending extending The Paxen Group's Out-of-School Youth agreement for a six month period and on a probationary basis. The provisional sanction is due to a significant lack of performance in Clarendon and Lee Counties. During the probationary period, Paxen's performance must be improved to adequately serve youth in all four counties with reasonable comparison to historical numbers of participants served region-wide. If performance is met within that time period, there will be an opportunity for their contract to be extended for the remainder of the program year. In response to the discussion, Mr. Garrison made the motion to recommend to the full WIB Board extending The Paxen Group's Out-of-School Youth agreement for a six (6) month probationary period for Program Year 2010. The motion was seconded by Ms. Teigue and passed. All were in favor.

## Transportation Service Provider for Program Year 2010

Ms. Davis reported that the staff is requesting a motion to approve releasing a Request for Proposal (RFP) for Transportation Services in the four-county region. Due to the

fact that there are more providers now in the region that offer such services, engaging in a competitive bid process would be most appropriate. As a result, Mr. Gerald Vaughn made the motion to recommend to the full WIB Board issuing a Request for Proposal (RFP) for Transportation Services for Clarendon, Kershaw, Lee and Sumter counties for Program Year 2010. The motion was seconded by Ms. Teigue and passed. All were in favor.

#### V. Mentoring Update:

The Youth Committee agreed to table this item until the Workforce Development Program Coordinator is hired. Chairman Dority asked the members to email any concerns/suggestions regarding the job description for the Youth Coordinator to Ms. Davis prior to the position being advertised.

#### VI. Youth Program Consultant:

Chairman Dority reported that the staff is requesting to re-issue the Statement of Qualifications for a Youth Program Consultant, due to the similarity in scoring for both proposals and an overarching demonstration by respondents who lack experience with the nuances of the laws that govern Youth Councils, youth program development, and essential strategic planning. In response, Ms. Moberg made the motion to recommend to the full WIB Board re-issuing the Statement of Qualifications for a Youth Consultant. The motion was seconded by Mr. Garrison and passed. All were in favor.

#### VII. Adjournment:

There being no other business, the Santee-Lynches Workforce

Investment's Youth Committee meeting adjourned at 5:59  
p.m.

Respectfully Submitted,

Areatha Clark, Workforce Development Operations Manager