

YOUTH OVERSIGHT COMMITTEE

MARCH 9, 2016

8:15 A.M. WFDB OFFICE CONFERENCE ROOM

PRESENT: A. Hendrix, R. Pollack, Burbank, V. Zeppelin, S. Kittel, C. Weems

EXCUSED: S. Peake,

STAFF: J. Mattick, J. Luu

CALL TO ORDER

Ms. Hendrix called the meeting to order at 8:15 a.m.

APPROVAL OF MINUTES

It was Moved by Ms. Zeppelin, seconded by Ms. Burbank and adopted by voice vote of members present to approve the minutes of February 18, 2016 as submitted.

WIOA YOUTH CONTRACT REVIEW

The group reviewed and added items to the list of questions Ms. Hendrix prepared after reviewing the providers proposal. A meeting is being held with the provider on April 13th to review their responses.

1. What recruitment strategies are you using? How has your community partners changed with the transition to serving increased numbers of Out of School Youth?
2. How many total participants were served? New participants? Carryover from previous year?
3. Of those exited, what was their status at exit? When are youth exited from the program?
4. How many met the goals identified in their Employment Plan?
5. What trainings were offered to participants in 2015? How many attended?
6. If the program could only identify one success and challenge for 2015-16, what would that success and challenge be?
7. What screening process is used and how are referrals made?
8. Walk us through how you decide what services individuals need and in the case of services you are not providing how do you access the services for participants?
9. Please provide us a copy of a completed work maturity evaluation with the name redacted.
10. Please provide us a copy of a completed job specific evaluation with the name redacted.
11. Please provide us a completed copy of your participant assessment tool and your Individual Service Strategy/Employment Plan with the name redacted
12. What leadership development opportunities have been offered to program participants during the past program year?
13. How many participants participated in adult mentoring programs? What programs were used for these participants?
14. What other elements are youth participating in besides subsidized employment?

15. What follow up services have occurred with program participants that have exited?
16. Please provide copies of fully executed MOA's for all required WIOA services that OET is not providing.
17. Were any program participants referred to counseling services?
18. How close is the program to meeting the Youth Performance Chart goals as outlined on page 12 of the proposal?
19. What is the breakdown of participants by place of residence?
20. What is the process for youth who are not succeeding at a worksite? What happens if youth are fired from their work placement?
21. How many youth received follow up services after exit and what were the services provided?
22. Please provide a list of all employers that youth were placed in unsubsidized employment with. In addition please identify the occupations youth were placed in.

The Committee also asked that copies of the following documents be made available for their review with individual names redacted.

- Completed work maturity evaluation
- Completed job specific evaluation
- Copy of the participant assessment tool and the Individual Service Strategy/Employment Plan

A formal recommendation to either continue the contract or release an RFP will be made to the Workforce Development Board at their April meeting. The committee discussed using the coming year to develop program quality indicators for inclusion in the next RFP.

SYEP RFP-UPDATE

Proposals are due tomorrow and they will be sent out to the Committee once received.

OTHER BUSINESS

Ms. Mattick reported that she will be at Challenge Workforce Solutions tomorrow to ensure that as per the Committee's instructions all SYEP Participant Payroll/Timesheets have been reviewed and all corrections have been made. She hopes that this will allow her to close out our 2015 SYEP Fiscal Monitoring.

ADJOURNMENT

The meeting adjourned at 9:26 a.m. The next meeting is scheduled for Friday, March 18, 2016 at 8:15 a.m. in the WFDB conference room to review of 2016 Summer Youth Employment Program proposals