YOUTH OVERSIGHT COMMITTEE

July 17, 2019 8:30 A.M. COFA Conference Room

PRESENT: V. Zeppelin, K. Shanks-Booth

EXCUSED: S. Kittel, T. Watts

STAFF: J. Mattick, D. Achilles, S. Alvord

CALL TO ORDER

Ms. Shanks-Booth called the meeting to order at 8:45 a.m.

APPROVAL OF MINUTES

Due to the lack of quorum, the approval of minutes was deferred to the August meeting.

WIOA YOUTH REPORTING DOCUMENT REVIEW

Ms. Alvord reviewed the WIOA Youth Program monthly reporting document and the committee discussed the frequency of reporting data to the committee. The report has good data that will be useful to help the committee structure their oversight over the WIOA Youth Program and provide the OET staff guidance. The committee decided to pilot the program reporting document and at the next meeting look at the data that is accumulated and decide how to proceed.

WIOA YOUTH EXPENDITURE UPDATE

- a) In School vs Out of School Expenditures
- b) 20% Work Experience Requirement
- c) Overall Expenditures

Ms. Mattick explained the WIOA Youth Contract Expenditures report. The WIOA Youth accrued expenditure rate is at 76.19% of total contract. The youth program has approximately 7 new enrollments this month. Ms. Mattick and Ms. Alvord informed the committee that the OET staff have been busy with outreach and this has resulted in new enrollments.

SKILLUP TOMPKINS INITIATIVE

Ms. Mattick provided a demonstration of the Metrix Training portal of the SkillUp Tompkins Initiative. There are over 4,500 courses with unlimited access for up to 180 days. In addition, there are career paths that show people the courses needed to obtain the skills to be successful in that pathway. Prove It is an additional component of SkillUp Tompkins. There is also a work readiness module. Customers will be able to access assessments to prove to employers that they have the skills necessary for positions.

SYEP UPDATE

Ms. Mattick reported OET and IYB have the participants wage and fringe reports in for the first two weeks of the SYEP program. OET and IYB are meeting their benchmarks for participant wage and fringe expenditures. IYB has submitted the first invoice for May and June and their total expenditures are on target as well.

DIRECTOR'S UPDATE

None

ADJOURNMENT

Ms. Shanks-Booth adjourned the meeting at 10:17 a.m.

The next meeting is scheduled for Wednesday, August 21st at 8:30 a.m. at COFA conference room. This meeting was subsequently canceled.

Minutes prepared by Diane Achilles

WIOA YOUTH PROGRAM

MONTHLY REPORT

For Office/Board Use only: _____ Received (date/initials) ____ To Committee (date/initials)

Due Date:

Tompkins County Workforce Development Board Youth Oversight Committee

Reporting Month:

August 2019 Monday, September 09, 2019

September 2019 Monday, October 7, 2019

October 2019 Monday, November 11, 2019

November 2019 Monday, December 09, 2019

December 2019 Monday, January 06, 2020

January 2020 Monday, February 10, 2020

February 2020 Monday, March 09, 2020

March 2020 Monday, April 06, 2020

April 2020 Monday, May 11, 2020

May 2020 Monday, June 08, 2020

June 2020 Monday, July 06, 2020

WIOA YOUTH PROGRAM MONTHLY REPORT

MONTH/YEAR:

Youth Oversight Committee Aspirations:

- All youth who are eligible for Job Link are enrolled
- All enrolled youth have a plan that was co-developed to meet both immediate and long-term goals
- All enrolled youth are actively engaged in services that will help them reach their goals
- All exits from the program are intentional

SECTION I: OUTREACH

Please list all outreach activities conducted (may use additional sheet(s) if needed)

| Location of Outreach | Date Occurred (specify day of week as well) | Time Occurred (daytime, evening) | Type of outreach conducted (i.e. tabling, one-on-one, group, etc.) | Outcomes of outreach | Will this outreach be repeated? |
|-------------------------|---|--|--|----------------------------|---------------------------------|
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Please list all agency presentations (may use additional sheet(s) if needed)

| Location | Date | Purpose of presentation |
|----------|------|-------------------------|
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Please keep a running list of "Unique Community Partners" below:

SECTION II: ENROLLMENTS AND EXITS

Please tally the number of new enrollees in previous month along with their ages and school status

| | Total Youth | Total ISY | Total OSY | Total ages 16-18 | Total Ages 19-21 | Total Ages 22-24 |
|--------------------|-------------|-----------|-----------|---------------------|---------------------|---------------------|
| New | | | | | | |
| Enrollees | | | | | | |
| Total | | | | | | |
| Enrollees | | | | | | |
| YTD | | | | | | |
| New Exits | | | | | | |
| Total Exits | | | | | | |
| YTD | | | | | | |

For all New Exits, please list the reason for exit. If exited due to loss of contact, please list # of attempts to engage that youth; for exits due to employment, please list details of said employment placement

| Intentional Exit (Y/N) | Reason for exit | # of exit follow up attempts | Unsubsidized Employment/Occupation | Wage Rate | # hours worked/week |
|---------------------------|-----------------|------------------------------------|------------------------------------|--------------|------------------------|
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WIOA Youth Enrollments and Exits Program Totals (YTD previous month)

| | JULY 1, 2016 – JUNE 30, 2017 | JULY 1, 2017 JUNE 30, 2018 | JULY 1, 2018 – |
|---------------------|---------------------------------|-------------------------------|----------------|
| TOTAL ENROLLMENTS | 33 | 15 | |
| TOTAL IN SCHOOL | 4 | 2 | |
| TOTAL OUT OF SCHOOL | 29 | 13 | |
| TOTAL EXITS | 28 | 50 | |

SECTION III: PROGRAM ACTIVITIES

Please use this section to "bring the program to life"! Document the number of services provided in the previous month per program element in the chart below and provide one sample of a client success story

WIOA YOUTH PROGRAM ELEMENTS

| PROGRAM ACTIVITIES TO BE PROVIDED: | TOTAL NUMBER | OF SERVICES PROVIDED |
|--|-----------------|----------------------|
| | MONTHLY: | YTD: |
| Tutoring, study skills training | | |
| Alternative secondary school services | | |
| Paid/unpaid work experience | | |
| Occupational skills training | | |
| Educational training | | |
| Leadership development | | |
| Supportive Services | | |
| Adult mentoring | | |
| Follow-up services | | |
| Comprehensive guidance and counseling | | |
| Financial literacy education | | |
| Entrepreneurial skills training | | |
| Labor Market and employment information | | |
| Transition to postsecondary education and/or | | |
| training | | |
| 2.) Are all the program elements being provided as a Please explain answer provided below: | required? (Y/N) | |
| 3.) Please provide a brief client "success story", keel The YOC is interested in knowing more about who is | | |
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SECTION IV: WIOA YOUTH CONTRACT EXPENDITURE RATES [this section to be completed by WDB Staff]

| | WORK EXPERIENCE BUDGET | EXPENDED AS OF: | % EXPENDED |
|-------------------------|---------------------------|-----------------|------------|
| IN SCHOOL | | | |
| OUT OF SCHOOL | | | |
| TOTAL | | | |
| | | | |
| | STAFF WAGES | EXPENDED AS OF: | % EXPENDED |
| IN SCHOOL | | | |
| OUT OF SCHOOL | | | |
| TOTAL | | | |
| | SUPPORTIVE SERVICES | EXPENDED AS OF: | % EXPENDED |
| IN COLICOI | | | |
| IN SCHOOL OUT OF SCHOOL | | | |
| TOTAL | | | |
| TOTAL | | | |
| | OVERALL BUDGET | EXPENDED AS OF: | % EXPENDED |
| IN SCHOOL | | | |
| OUT OF SCHOOL | | | |
| TOTAL CONTRACT EXPENDED | | | |

Tompkins

Tompkins

Employers

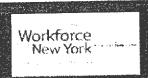
Jobseekers

bout Contact

Skillup Tompkins



Julia Mattick, Director Tompkins County Workforce Development Board



Home

My Plan

Catalog -

My Career +

My Account

Help -

Jennifer Smith

Ithaca, NY



License Expires: 08/28/2019



Explore Career Pathways

Select Industry Path



Browse the Catalog



Find a Job

Skill Tracks



My Progress

Popular Courses

- Etiquette

- The Art and Science of Communication
- Calls
- 6. Time Management: Quit Making Excuses and Make Time Instead
- 7. Thinking Critically: Coming to Terms with Assumptions
- 8 A Roinn an Effortive Toam Mambor

Jobs

View My Plan Training Hours Course In Progress Completions 32

Upcoming Courses Bank Teller Skills

Bank Teller Skills

OR Fire Safety: A Triad of Prevention Navigating Other People's Emotions

Career Pathways

Transferrable skills. Stackable credentials. Build knowledge and experience.



Pathway Selection

Industry Path: Business (Administrative/Management) Explore Pathway Map Occupation: Administrative Assistant

Industry Path:

Manufacturing

Explore Pathway Map

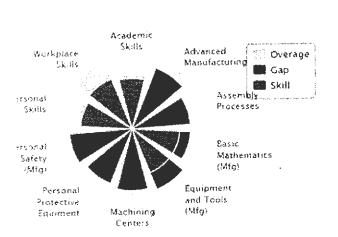
Occupation:

Machine Operator

Skills Progress

Rate Skills

pathway



VIEW REPORT

| Skill Level Pa | ssed / Required |
|----------------|-----------------|
| Foundation | 3/3 |
| Industry | 0/5 |
| Sector | 0/1 |
| Occupation | 0/1 |

Pathway Summary

79 courses remaining68 estimated hours remaining

68 hours per week to meet goal completion date: 03/29/16 Set Goal Date



Courses / Resources

| | Qualification | Your Ability | Status | |
|------------------------------|---------------|---------------|--------|----------------|
| > Academic Skills | Advanced (70) | Advanced (75) | | Exceeds Skill |
| > Personal Skills | Advanced (70) | Advanced (75) | | Exceeds Skill |
| > Workplace Skills | Advanced (75) | Mastery (100) | | Exceeds Skill |
| » Advanced Manufacturing | Mastery (90) | Beginner (0) | | Skill Gap (90) |
| ⇒ Assembly Processes | Mastery (80) | Beginner (0) | | Skill Gap (80) |
| ▶ Basic Mathematics (Mfg) | Mastery (80) | Advanced (65) | | Skill Gap (15) |
| ▶ Equipment and Tools (Mfg) | Mastery (90) | Advanced (65) | | Skill Gap (25) |
| ▶ Personal Safety (Mfg) | Mastery (85) | Beginner (0) | | Skill Gap (85) |
| > Machining Centers | Mastery (85) | Beginner (0) | | Skill Gap (85) |
| Personal Protective Equiment | Mastery (80) | Beginner (0) | | Skill Gap (80) |

Showing 1 to 25 of 59 record(s)

My Plan

Filter: All

| Name + | |
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My Plan

My Activities — My Report — My Pathways

| Filter Keyword | State | us 🗟 | Not Started 🕏 Started 🕏 Completed 🕝 | | | | |
|---------------------------|-------------|----------|---|--|-------------|---|--|
| Assigned Track | Track Order | Туре | Courses | | Status | Complete | Action |
| Business Etiquette | 1/4 | 0 | Becoming More Professional through Business Etiquette | | Passed | 08/02/18 | 型量①② |
| Business Etiquette | 2:4 | 0 | Becoming an Accountable Professional | 48 | Passed | 08/02/18 | 台 图①◎⊗ |
| Business Etiquette | 3/4 | 0 | Becoming Your Own Best Boss | | Passed | 08/02/18 | 2000 |
| Business Etiquette | 474 | 0 | Keeping Business Calls Professional | | Passed | 09/21/18 | 骨≧⊕⊚⊗ |
| Campus to Corporate | 1/2 | 0 | Campus to Corporate: Meeting New Expectations | ampus to Corporate: Meeting New Expectations Started | | | |
| Campus to Corporate | 2/2 | 0 | Campus to Corporate: Developing a Professional Image | | | $\mathbf{E} \oplus \mathbf{\Phi} \otimes$ | |
| Decision Making | | | Making and Carrying Out Tough Decisions | | Started | | $\mathbf{P} \oplus \mathbf{P} \otimes$ |
| Decision Making | | 0 | Playing the Devil's Advocate in Decision Making | | Started | | ≧⊕ ⊗ |
| • | | 0 | Emotional Intelligence: Building Self-Management Skills | . 0 | Started | | 200 |
| | | | Difficult People: Can't Change Them, so Change Yourself | 49 | Started | | 200 |
| | | 0 | Emotional Intelligence: Owning Your Emotions | | Started | | $\mathbf{B} \oplus \mathbf{O} \otimes$ |
| | | 0 | Havigating Other People's Emotions | • | Started | | 200 |
| | | © | OR Fire Safety: A Triad of Prevention | | Not-Started | | ⊕⊚⊗ |
| | | 0 | Uncovering and Utilizing Your Talents and Skills | 4 | Started | | $lackbox{1}{ }lackbox{1}{ }$ |
| | | 0 | Dealing with Customer Service Incidents and Complaints | | Started | | ₽ • |
| | | 0 | Using Communication Strategles to Bridge Cultural Divides | | Not-Started | | ⊕ \$⊗ |

special to

IT Certifications (136)

- (ISC)2 (4)
- Amazon (4)
- Cisco (16)
- CompTIA (15)
- CAS-002 CompTIA Advanced Security Practitioner
- CompTIA A+ 220-901 (retires 7/31/19)
- CompTIA A+ 220-902 (retires 7/31/19)
- CompTIA Cloud+ CV0-001
- CompTIA Cybersecurity Analyst (CySA+)
- CompTIA Linux+ LX0-103
- CompTIA Linux+ LX0-104
- CompTIA mobility+
- CompTIA Network+ N10-006 (retired 8/31/18)
- CompTIA Network+ N10-007
- CompTIA PenTest+ PT0-001

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Catalog - Industry Certification Tracks

Search the Catalog

View Skill Tracks

Industry Certification Tracks are designed to prepare you for a certification credential. Each track lists the courses in the order that you should take them. Certification Tracks can range in the amount of courses and total training hours involved. You will not become certified solely through taking these courses. In order to gain an industry certification, you must take an exam at a proctored testing center. Any exam fees are not included with your Metrix license.

Please note that many exams have pre-requisites or educational requirements. In addition, many certifications require that you take and pass more than one exam. For further information about what your exam requires, you will want to visit the exam vendor's website, which will provide comprehensive information and support

- CompTIA (includes A+, Network+, Security+)
- Cisco fincludes CCNA, CCENT)
- Microsoft (includes MCTS, MCTP)
- Oracle
- ASQ (includes Six Sigma Green Belt, Black Belt)
- · Human Resources Certification institute (PMR, SPMR)
- Project Management Institute (PMP, CAPM)

Many of the Industry Certification tracks come with TestPrep and Mentoring. TestPrep is a feature that will help you see if you're prepared for the certification exam. In order to pass the TestPrep, you must take and pass the activity in Certification Mode.

Mentoring is 24/7 access to a Skillsoft representative who is knowledgeable about the certification content. If you are training for a certification exam, the Mentoring will not give you a score and is not required to access.

Thank you!



401 E. State Street, Suite 402B, Ithaca, NY 14850 t: 607.274.7526 f: 607.273.8964 www.tompkinsworkforceny.org





Tompkins Workforce New York Career Center Center Ithaca, 171 East State /MLK Jr St Ithaca, New York 14850 607-272-7570 www.tompkinsworkforceny.org

Date: February 19, 2019

To: Tompkins Workforce Development Board Youth Committee

From: TWNY JobLINK
Re: WIOA Youth Update:

Recruitment and Outreach Plan for JobLINK PY18:

1. TWFNY and JobLINK Staff will document all contact with community agencies, partners and individuals pertaining to recruitment of youth.

Contacts to Date:

- Tompkins County Youth Services Department Shannon Alvord
- Ithaca Youth Bureau, Youth Employment Services Bev Stokes
- New Roots Charter School Sue Schwartz
- TST BOCES Adult Ed / High School Equivalency Ashley Lavore
- The Mental Health Assoc in Tompkins County Director of Youth Services Melanie Little
- The Learning Web Rick Alvord
- Historic Ithaca Work Preserve / Significant Elements Sara Johnson
- Challenge Workforce Solutions Trisha Wilson
- Human Services Coalition
- TC Department of Social Services Gerard Veninsky, Employment Unit
- Greater Ithaca Activities Center (GIAC) Nagiane Lacka
- Multicultural Resource Center (MRC)
- TC Probation Kathy Lind
- Finger Lakes ReUse Anise Hotchkiss
- Tompkins County Public Library -
- Tompkins County Departments -
- Ithaca and Newfield High Schools

2. Quarterly expenditures will be submitted and explained quarterly.

Quarterly Enrollments: 13 New enrollments this Program year

| Enrollments | In School | Out of School |
|------------------|-----------|---------------|
| Q1 7/1-9/30/18 | 6 | 28 |
| Q2 10/1-12/31/18 | 6 | 24 |
| Q3 1/1-2/19/19 | 6 | 17 |
| Total | 8 | 33 |

1. Spent

| In School Youth | Budget | Spent thru 12/18 | % Remaining |
|-----------------------|----------|------------------|-------------|
| Youth Wage and Fringe | \$15,100 | \$9,454 | 62% |
| Support Services | \$813 | \$435 | 54% |
| Tuition/Training | \$1,224 | \$256 | 21% |
| Staff Wage and Fringe | \$41,700 | \$14,203 | 34% |
| Program Operation | \$18,707 | \$11,090 | 59% |
| Staff Operation | \$2,993 | \$1,027 | 34% |
| TOTAL | \$63,400 | \$26,320 | 42% |

| Out of School Youth | Budget | Spent thru 12/18 | .% Remaining |
|-----------------------|-----------|------------------|--------------|
| Youth Wage and Fringe | \$60,226 | \$22,394 | 37% |
| Support Services | \$3,252 | \$1,496 | 46% |
| Tuition/Training | \$4,894 | \$3,570 | 73% |
| Staff Wage and Fringe | \$166,799 | \$54,387 | 33% |
| Program Operation | \$74,635 | \$29,699 | 40% |
| Staff Operation | \$12,166 | \$4,033 | 33% |
| TOTAL | \$253,600 | \$88,119 | 35% |



3. Staff will question each applicant as to how they heard about JobLINK and tally answers for documentation for Program Oversight Committee.

The 11 youth enrolled indicated the following: WIOA Adult referral (1), SYEP (2), IHS (4), TWFNY Walk-in (2), FL ReUse (1), youth friend referral (1)

4. WIOA Youth applications will be provided to referring agencies and posted on an Updated and Maintained WFNY website.

We do not yet have an updated / maintained WFNY website.

Coordinator has begun outreach to area colleges, including Cornell's Public Service program requesting assistance from Work Study / Student volunteers for helping us to establish a marketing strategy that will include rebuilding and maintaining our website and establishing a social media presence.

5. Social Media will be used with current participants to encourage referral of friends.

Please see response to #4 above.

Office of Employment and Training WIOA Youth Contract Expenditures

| | Work Experience Budget | Expended as of 5/31/19 | % Expended |
|--------------------------------|------------------------|------------------------|------------|
| In School | 15100 | 16812.03 | 111.34% |
| Out of School | 60226 | 33231.35 | 55.18% |
| Total | 75326 | 50043.38 | 66.44% |
| | Staff Wages | Expended as of 5/31/19 | % Expended |
| In School | 28352 | 23054 | 81.31% |
| Out of School | 113406 | 89549 | 78.96% |
| Total | 141758 | 112603 | 79.43% |
| | Supportive Services | Expended as of 5/31/19 | % Expended |
| In School | 813 | 485 | 59.66% |
| Out of School | 3252 | 2157 | 66.33% |
| Total | 4065 | 2642 | 64.99% |
| | Overall Budget | Expended as of 5/31/19 | % Expended |
| In School | 63400 | 57305 | 90.39% |
| Out of School | 253600 | 184223 | 72.64% |
| Total Contract | | | |
| Expended | 317000 | 241528 | 76.19% |
| WIOA Youth Enrollments & Exits | | | |

| | July 1, 2016-June 30, 2017 | July 1, 2017-June 30, 2018 | July 1, 2018 - May 31, 2019 |
|---------------------|----------------------------|----------------------------|-----------------------------|
| Total Enrollments | 33 | 15 | 14 |
| Total In School | 4 | 2 | 2 |
| Total Out of School | 29 | 13 | 12 |
| | | | |
| Exits | 28 | 50 | 21 |