

NW PA Workforce Investment Area Youth Council

Meeting Minutes – September 10, 2014
Crawford County Career & Technical Center
860 Thurston Road, Meadville, PA

Members in Attendance:

Doug Armstrong
Stephen Bridger
Mike Chevalier
Dan Ditullio
Chip Folletti
Amanda Hetrick
Jack Hewitt
Barb Houserman
Mike Kostelnik
John Lasher
Ray Overholt
Elaine Shaffer
Kevin Smith
Colleen Stuart

Guests:

Diona Brick
Maryanne Chaffee
Jacki Fike
John Flanagan
Kim Garnon
Susanna Gieseey
Jennifer Hewitt
Juanet Shefchunas
Kerri Bruce
Carole Yankovich
Hillary Hubbell
Jackie Hamilton
Deb O'Neil

Not Attending:

Debbie Anderson*
Josh Bailey
Melinda Bailey
Larry Baughman
Neil Donovan
Jayme Ferry
Aaron Kline
Kay Koyak*
Eileen Mullen*
Sandra Myers*
Gail Whitney*

*Excused from this meeting

WELCOME/ROLL CALL

The Northwest PA Workforce Investment Area Youth Council met on September 10, 2014 at the Crawford County Career & Technical Center, 860 Thurston Road, Meadville, PA. Ms. Stuart brought the Youth Council to order at 10:05 a.m. Roll call was taken. It was noted that there was a quorum.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors introduced themselves. There was no public comment.

ACTION ITEMS REVIEW/UPDATE

1. Ms. Ferry is to forward the brochure highlighting the County Drug & Alcohol Programs to Ms. Stuart who will in turn email it to the full Youth Council. **Completed**

2. Ms. Stuart will speak with Gary Bittner regarding possible resources for the creation of a matrix & what role the CTC's can play in it. **Completed**
3. Ms. Stuart will provide the Board with a list of approved proposals for review and discussion at the September Youth Council Meeting. **To Be Distributed at Youth Council Meeting.**
4. Ms. Gieseey will send the Program Subcommittee Logic Model to the Youth Council. **Complete**
5. Ms. Stuart and Ms. Brick will review current community WIA/TANF Subcontractor Contract language with the Solicitor and propose any changes that may need to occur. **Follow up to be presented at Youth Council Meeting.**

APPROVAL OF MINUTES – June 11, 2014

The June 11, 2014 Youth Council minutes were presented for approval.

MOTION

Mr. Lasher made a **motion** and Ms. Hetrick **seconded** to approve the June 11, 2014 Youth Council minutes as presented. All were in favor. **Motion passed and carried.**

OLD BUSINESS

There was no old business presented.

NEW BUSINESS

COMMITTEE REPORTS

MEMBERSHIP

Ms. Stuart stated that due to Mr. Baughman retiring from his current position, he may not be eligible to serve on the Youth Council. She is pursuing a Ms. Kerry Baytop as a replacement. Representatives from Career & Technical Centers are great for the council.

Mr. Hewitt stated that he would like for OVR to have a regular presence on the Youth Council; therefore, he would like to recommend Ms. Kim Garnon to replace him on the council. Ms. Stuart advised him to submit his resignation, in writing, making a recommendation for Ms. Garnon and the Youth Council will submit it to the WIB for approval. Mr. Hewitt will provide his resignation and recommendation so that this can be taken care of at the next WIB meeting on September 24.

****ACTION****

- **Mr. Hewitt will submit his resignation from Youth Council and recommendation of Ms. Kim Garnon to Ms. Stuart.**

Ms. Stuart suggested rebuilding the Membership Subcommittee. Mr. Chevalier, Mr. Overholt, and Mr. Armstrong volunteered. The subcommittee will meet for a few minutes prior to the Youth Council meeting in the future.

RCEP

Ms. Stuart spoke about the RCEP Subcommittee. The subcommittee is connecting with ADM IP and the Career & Technical Centers to get CPT integrated into the region. Ms. Shaffer will attend ADM IP meetings. Mr. Lasher shared the plan for a program he implemented in Warren County. In the program, guidance counselors tour several businesses and speak with employers about what they are looking for in employees. Then, they proceed to PA CareerLink® - Warren County. This is a good scale to undertake for Warren County, since there is only one high school, one Career & Technical Center, and one PA CareerLink® office, but Mr. Lasher will share his best practices of this program with the RCEP Subcommittee.

Ms. Stuart noted that getting the GLBCTIP & HCIP on board with this format would benefit the youth. Guidance counselors don't benefit from the interaction with employers and PA CareerLink®. She stated that Industry Partnerships should be connected with the Career & Technical Centers with reciprocal links, hopefully changing the non-professional stigma of Career & Technical Centers.

Mr. Smith spoke about TechFest, set for October 3. He outlined the plans for the event and will send the flyer to Ms. Hamilton for distribution to the Youth Council to get the word out.

****ACTION****

- **Mr. Smith will send the TechFest flyer to Ms. Hamilton to forward to the Youth Council.**

PROGRAM

Ms. Giesey stated that the logic model for the Program Subcommittee is complete, with the goal of finding ways to help youth overcome barriers to meet the needs of employers. She shared the goals determined by the Appreciative Inquiry exercise at the June meeting. She also stated that the subcommittee brainstormed ways to accomplish those goals, including educating the employer on what services training providers deliver, assigning of advocates to youth to work one-on-one, developing stronger employer relationships, and educating the CLEOs and WIB on overcoming barriers. Ms. Stuart asked who will be executing this plan, and Mr. Folletti stated that he hopes to approach the CLEOS to look for short-term jobs to offer; local government has more flexibility to accept workers with barriers and to start to garner that relationship. Mr. Folletti and Mr. DiTullio have made some contacts to start the process.

WIA YOUTH CONTRACTOR REPORT

2013-14 Year End Report & Monthly Activity Reports

The WIA Title 1 2013-14 Year End Report was presented for informational purposes. All reports are on file at Partners for Performance. Ms. Shefchunas provided some highlights of the report.

Monthly Activity Reports

The Monthly WIA Title 1 Youth Contractor Activities Reports for June, July, and August, were presented for informational purposes. All reports are on file at Partners for Performance. Ms. Shefchunas provided an overview of the report.

JAM Update

A handout on the Summer JAM youth program was provided and is on file at Partners for Performance.

NWPA WIB UPDATE

Partners for Performance provided a current WIB membership listing for the Youth Council members. Ms. O'Neil noted that the WIB was restructured and is not yet formally certified, but the certification is in process. The next WIB meeting is scheduled for September 24. At the August 20 WIB meeting, the new committee structure was identified and they will begin meeting soon. Ms. O'Neil has been developing the Local Plan to be in alignment with state standards. The new WIB website is under development and the Local Plan will be posted there for public comment for 30 days, after it has been approved.

Ms. O'Neil spoke about the updated Conflict of Interest Forms from the state. The state has requested new conflict of interest forms to be signed by all Youth Council members.

****ACTION****

- **Ms. O'Neil will collect completed Conflict of Interest Forms from each of the Youth Council members.**

Ms. Stuart spoke about Youth Council membership and how she is aware that though the former youth participant and parent members are required, it is difficult for them to attend the meetings. She will meet with the new former youth participant and parent members to see what she can do to make it easier for them to participate.

****ACTION****

- **Ms. Stuart will contact the former youth participant and parent members to assist them in participating in Youth Council meetings.**

WIA/TANF UPDATES

Ms. Brick spoke about the WIA/TANF funding. Currently there is \$1.192 million for WIA Title 1 Programs, with \$558,909 for youth. All appropriate contract extensions have been completed. Ms. Stuart commended Ms. Brick on her management of funds as fiscal agent. Ms. Brick stated that she has developed an effective line of communication with the state.

Ms. Bruce reported that all of the TANF money has been spent, as it cannot be carried over. The partnership meetings have taken place and proposals have been requested. Proposals will be evaluated on a first-come, first-serve basis. Ms. Stuart stated that VTDC conducts a fair and open process to award the TANF contracts. She has been working closely with Ms. Brick and Commissioner Summers to provide the Youth Council with information on the TANF contract award process. It was noted that the WIA Title 1 Youth Program Contractor is authorized to

award the TANF contracts, without the formal approval of the Youth Council. However, any Youth Council member should contact Ms. Stuart to discuss any questions or concerns.

ANNOUNCEMENTS

Mr. Hewitt introduced Ms. Hubbell as OVR's Early Reach Coordinator. She stated she is working with under-identified youth and educating them on what OVR offers as well as the process to receive those services. Mr. Hewitt noted that she is very ambitious and immediately began working to outreach to all relevant counties.

Ms. Stuart shared the dates for the upcoming partnership meetings:
October 7, Clarion County, Clarion County Career Center, 9:00 am
October 8, Erie County, PA CareerLink® - Erie County, 9:00 am
October 9, Venango & Forest counties, Oil Region Career Center, 9:00 am
October 22, Crawford County, Crawford County Career & Technical Center, 9:00 am
October 23, Warren County, PA CareerLink® - Warren County, 9:00 am

REVIEW NEXT STEPS

- **Mr. Hewitt will submit his resignation from Youth Council to Ms. Stuart and recommend Ms. Kim Garnon as his replacement.**
- **Mr. Smith will send the TechFest flyer to Ms. Hamilton to forward to the Youth Council.**
- **Ms. O'Neil will collect completed Conflict of Interest Forms from each of the Youth Council members.**
- **Ms. Stuart will contact the former youth participant and parent members to assist them in participating in Youth Council meetings.**

ADJOURNMENT

Mr. Hewitt made a motion to adjourn. Mr. DiTullio seconded the motion. All were in favor.
Meeting adjourned at 11:32 am.

Respectfully submitted,

Jacqueline Hamilton
Administrative Assistant
Partners for Performance