

# **NW PA Workforce Investment Area Youth Council**

Meeting Minutes – December 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  
Barb Houserman  
Kay Koyak  
John Lasher  
Eileen Mullen  
Ray Overholt  
Elaine Shaffer  
Colleen Stuart

## **Not Attending:**

Debbie Anderson\*  
Josh Bailey  
Melinda Bailey  
Neil Donovan  
Jayme Ferry  
Kim Garnon\*  
Amanda Hetrick\*  
Aaron Kline  
Mike Kostelnik\*  
Sandra Myers  
Kevin Smith  
Gail Whitney\*  
\*Excused from this meeting

## **Guests:**

Adam Bible  
Carrie Beightol  
Jacqui Catralone  
Maryanne Chaffee  
John Flanagan  
Susanna Gieseey  
Jackie Hamilton  
Amy Herman  
Jennifer Hewitt  
Deb O'Neil  
Sarah Tamlin

## **WELCOME/ROLL CALL**

The Northwest PA Workforce Investment Area Youth Council met on December 10, 2014 at the Crawford County Career & Technical Center, 860 Thurston Road, Meadville, PA. Ms. Stuart brought the Youth Council to order at 10:10 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

- **Mr. Hewitt will submit his resignation from Youth Council to Ms. Stuart and recommend Ms. Kim Garnon as his replacement.** Completed. Mr. Hewitt's resignation and Ms. Garnon's appointment were approved by the WIB on September 24, 2014. Ms. Garnon will serve for the remainder of Mr. Hewitt's appointment; until February 2017.
- **Mr. Smith will send the TechFest flyer to Ms. Hamilton to forward to the Youth Council.** Completed.
- **Ms. O'Neil will collect completed Conflict of Interest Forms from each of the Youth Council members.** Completed.
- **Ms. Stuart will contact the former youth participant and parent members to assist them in participating in Youth Council meetings.** This was discussed later in the meeting.

## APPROVAL OF MINUTES – September 10, 2014

The September 10, 2014 Youth Council minutes were presented for approval.

## **MOTION**

**Mr. Lasher made a motion and Mr. Ditullio seconded to approve the September 10, 2014 Youth Council minutes as presented. All were in favor. Motion passed and carried.**

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

### **COMMITTEE REPORTS**

#### **MEMBERSHIP**

Ms. Stuart noted that Mr. Baughman has not been present since he retired as Student Services Coordinator at Venango Technology Center the previous summer. His position at Venango Technology Center has been filled by Ms. Carrie Beightol. Ms. Stuart welcomed Ms. Beightol and inquired if she would be willing to also fill Mr. Baughman's vacancy on the Youth Council. Ms. Beightol responded favorably. Ms. Stuart asked for a motion to nominate Ms. Beightol to the council.

#### **MOTION**

**It was moved by Mr. Overholt and seconded by Mr. Lasher to nominate Ms. Carrie Beightol to the Youth Council. All were in favor. Motion passed and carried.**

#### **\*\*ACTION\*\***

- **Partners for Performance will ask the WIB and CLEOs to approve the appointment of Ms. Carrie Beightol to the Youth Council at their next meeting on December 17.**

Ms. Stuart spoke about the challenges of recruiting a former youth participant and parent to actively participate on the Youth Council. It is difficult to find a youth

that can be excused from school, as well as a parent who can be excused from work to participate in the meetings. Traveling can pose a financial hardship as well. Ms. Stuart asked that all those Youth Council members who work directly with youth to invite one to the meeting in March. Though the current requirement is to have one youth and one parent on the council, youth participation on the Youth Council is not limited. She also added that they may further be encouraged to participate by holding a title, such as "Youth Ambassador." These youth must be WIA eligible or former participants. Mr. Overholt suggested that since it may still be difficult to get youth involved, considering the use of a questionnaire may be beneficial. Ms. Stuart stated that having actual youth participation is essential.

Ms. Shaffer expressed concern with the ability for adults to transport students under child protection laws. Some council members have clearances for transporting children, but under varying conditions that may involve chaperones. Ms. Mullen offered to check with the Crawford County Career and Technical Center for eligible students already in the building during Youth Council meetings. Some members offered to provide gas cards to parent participants to ease the financial burden of travel.

**\*\*ACTION\*\***

- **Youth Council members who are permitted to transport youth will invite an interested youth to the next meeting.**

**RCEP**

Ms. Mullen recapped TechFest which took place in October. The event served over 700 children with sponsorship from ADMIP, NTMA, and NWIRC among others. Transportation and lunch were covered through sponsors, which made this a very easy event for teachers to buy into. The next TechFest will take place on December 10 & 11, 2015 at the Erie Bayfront Convention Center. Ms. Mullen invited all Youth Council members to help with TechFest outreach next year, as it is a great opportunity to get all the counties involved.

Ms. Stuart stated that Mr. Smith has been working on a crosswalk program, trying to get CPT integrated into area career and technical centers and creating a reciprocal link between businesses and career and technical centers. To aid the coordination process, representation from the RCEP Subcommittee will be sent to the Career and Technical Centers Directors' meetings. Ms. Mullen is collaborating with her counterparts and Mr. Smith will work on getting involvement from Healthcare and ADM Industry Partnerships, as well as employers.

**PROGRAM**

Ms. Giesey stated that the Program Subcommittee is continuing to discuss the roadblocks that youth and young adults encounter during reentry after incarceration. Current action items include distributing prohibitive offenses lists,

gathering data available to contacts to help identify trends, and develop action plans based on the data.

## **WIA YOUTH CONTRACTOR REPORT**

### **Bi-Monthly Activity Report**

The WIA Title 1 Youth Bi-Monthly Activity Report was presented for informational purposes. All reports are on file at Partners for Performance. Mr. Flanagan provided some highlights of the report.

### **Monthly Activity Reports**

The Monthly WIA Title 1 Youth Contractor Activities Reports for September, October, and November were presented for informational purposes. All reports are on file at Partners for Performance. Mr. Flanagan provided an overview of the report.

## **NWPA WIB UPDATE**

### **Release of Adult/DW/Youth Program Services RFP**

Ms. Stuart spoke about expected RFPs being released by the WIB in the near future. Currently, the plan is to have four Title 1 RFPs: Erie Youth, Erie Adult/Dislocated Worker, Rural Youth, and Rural Adult/Dislocated Worker.

### **Local Plan Update**

Ms. Stuart stated that the Local Plan approval process has been an ongoing and difficult process for Ms. O'Neil. She noted that the region is being held to a very high standard during the process. Ms. O'Neil has been vital in the formulation of new components required by the state in the Local Plan, as well as working with the operators and site administrators for a more specific Partner Agreement (as required as part of the Local Plan).

## **WIOA/TANF UPDATES**

Mr. Flanagan stated that the new WIOA legislation will require connecting with targeted populations of previous offenders, veterans, and disabled persons. There will also be special emphasis on apprenticeship programs through state-approved training by state-approved providers. As many apprenticeship programs are outside of the LWIA, he will be looking into ways to leverage WIA dollars to bring providers back to the area. Ms. Stuart noted that guidelines and regulations will not be released until next year; sometime before the July 1, 2015 implementation date. Another issue VTDC will be looking into is how to handle program participants that lose eligibility once they get a paying job, but still require services as underemployed workers. Mr. Flanagan stated that under WIOA, up to 20% of Adult/Dislocated Worker funds are allowed for incumbent workers. Ms. Stuart also noted another significant change in WIOA: youth classification covers up to age 24, while it is currently 21.

### **JAM Update**

Mr. Flanagan noted that the JAM program that took place in Erie during Summer 2014 cost \$220k for 123 youth participating, with 117 successfully completing

the program. He also noted that the program was conducted with a reasonable administrative overhead cost. A report with outcomes of the program will be provided at the next meeting.

**\*\*ACTION\*\***

- **Mr. Flanagan will provide an outcomes report of the Summer JAM program at the next meeting.**

**Erie/Rural Updates**

Mr. Flanagan noted that he and Ms. Stuart have been attending preliminary meetings in other counties in the region regarding implementation of the successful JAM program outside of Erie. The Bridge Builders Community Foundation is very interested in collaborating and private employers are being contacted for further partnerships. If anyone is interested in partnering, the contact for this endeavor is Mr. Flanagan at 814-455-9966 ext 600. Ms. Stuart also noted that summer youth employment programs are supported under WIOA.

Mr. Folletti has also been engaging the CLEOs, imploring them to include money in their budgets for youth employment. So far, Clarion County has budgeted \$20k for youth employment in 2015.

**APPOINTMENT OF NEW YOUTH COUNCIL CHAIRPERSON**

Ms. Stuart noted that to avoid any appearance of conflict of interest, she is stepping down as chair of the Youth Council. The chair has historically been a WIB member and she expressed that Mr. Chevalier was willing to serve in this position.

**MOTION**

**It was moved by Ms. Stuart and seconded by Mr. Ditullio to nominate Mr. Chevalier as the new Youth Council chairperson. All were in favor. Motion passed and carried.**

**\*\*ACTION\*\***

- **Partners for Performance will contact the WIB Chair, Dr. Joyce Miller, to appoint Mr. Chevalier as Youth Council chair.**

**ANNOUNCEMENTS**

There were no announcements.

**OTHER DISCUSSION**

**Rural Regional College**

Ms. Stuart stated that Youth Council member, Amanda Hetrick, was not present today, as she had another commitment due to her serving on the Board of Trustees for the new Rural Regional College approved for development under Act 126 of 2014. This college will serve the counties of Erie, Crawford, Warren, Forest, Venango, McKean, Elk, Cameron, and Potter. Ms. Stuart provided a memo from Ms. Hetrick regarding some of

the preliminary information on the project. This memo is on file at Partners for Performance.

### **REVIEW NEXT STEPS**

- **Partners for Performance will ask the WIB and CLEOs to approve the appointment of Ms. Carrie Beightol to the Youth Council at their next meeting on December 17.**
- **Youth Council members who are permitted to transport youth will invite an interested youth to the next meeting.**
- **Mr. Flanagan will provide an outcomes report of the Summer JAM program at the next meeting.**
- **Partners for Performance will contact the WIB Chair, Dr. Joyce Miller, to appoint Mr. Chevalier as Youth Council chair.**

### **ADJOURNMENT**

**Mr. Lasher made a motion to adjourn. Mr. Armstrong seconded the motion. All were in favor. Motion passed and carried.**

Meeting adjourned at 11:05 am.

Respectfully submitted,

Jacqueline Hamilton  
Administrative Assistant  
Partners for Performance