

**YOUTH COMMITTEE**  
**Meeting Minutes – July 11, 2018**  
**Crawford County Career and Technical Center, 860 Thurston Road, Meadville, PA**

**ATTENDANCE:** Jill Foys, Dan DiTullio, Elaine Shaffer, Ken Falkenhagen, Michael Chevalier, Kevin Sprong, Anne Leonard, Amy Herman, Phil Askins ☎Joan Quickle, Carla Hart

**CONTRACTOR:** Sara Dodeci, Anne Hull,

**PFP:** Janet Anderson, Deb O’Neil, Lisa McCartney

**WELCOME**

The Youth Committee the NWPA Job Connect board met on July 11, 2018 at the Crawford County Career & Technical Center, 860 Thurston Road, Meadville, PA. The meeting began at 9:03 a.m.

**VISITOR RECOGNITION/PUBLIC COMMENT**

Everyone introduced themselves. There was no public comment.

**APPROVAL OF MINUTES – May 2, 2018**

The minutes of the May 2, 2018 meeting were included in the meeting packet and presented for approval.

**MOTION**

It was **moved** by Ms. Shaffer and **seconded** by Ms. Foys to approve the May 2, 2018 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

1. Attachment 3 will be sent to the committee – Completed.
2. Board staff will send out eligibility information to the committee. – Completed
3. Mr. Falkenhagen will connect Ms. Hull with Ms. Jessica Glenn of the ELECT program – Completed.
4. Youth Committee members will send any recommendations for the Youth Incentive Policy revision to board staff. - Completed
5. Board staff will send similar Youth Incentive Policies from other areas of the state to the Youth Committee. – Completed
6. Committee members will extend invitations to attend the committee to community members that may be interested in contributing to the committee’s efforts.  
Ms. Anderson noted we have only received notification of one new potential member from Ms. Foys and her candidate was unavailable to attend today. Discussion ensued on reaching out of school youth.

## **7. The July meeting will be rescheduled due to the holiday. - Completed**

### **YOUTH ASSESSMENT DISCUSSION (TABE, CASAS, Etc.)**

Ms. Anderson explained we use TABE as our preferred assessment. We are aiming for consistency especially when serving large groups such as the many dislocated workers resulting from GE layoffs in Erie and Joy Mining in Franklin. It was discussed TABE is on the Department of Education's approved list of assessments. TABE is appropriate for many participants, however, it is not the most effective assessment for all of the targeted populations we serve, especially English language learners. Ms. Anderson asked the committee if we should consider the use of other DOE approved assessments.

Ms. Anderson commented that we don't want to develop policy language that requires numerous waiver requests. She asked Ms. Dodeci if she thought there were other youth populations better served with a different assessment.

Mr. Sprong requested the list of Department of Education approved assessments be sent out to the committee for review, as well as details on the TABE assessments which are being used.

Ms. Dodeci explained that assessments are primarily used to pre and post test youth to identify skills gains, as well as to assist in the development of the Individual Service Strategy (ISS), and to help move the youth through the process.

Since in-school youth are not tested using TABE, discussion was held regarding whether any of the tests used for in-school students could be counted. Ms. Herman asked about the content of the TABE test, and asked if a student tests proficient on the Keystone test in school, if it would exempt them from taking TABE.

Mr. Falkenhagen explained the areas tested under TABE and described the levels. Ms. Anderson reminded the group that only 25% of our funds are spent on in-school youth, mostly with TANF funding, and there is no local policy requirement to assess youth under TANF with TABE.

Ms Dodeci explained our challenges are two-fold – we must focus on the recruitment of out-of-school youth and there is difficulty getting them to show up to test. She noted that these kids have a lot of barriers which impact their availability for testing. Ms. Anderson shared, WorkKeys testing is often used by manufacturers for hiring entry-level people into their workforce.

It was noted that WIN is not on the list of Department of Education approved testing. It was shared there is a lot of information and some sample items on the website. Ms. Herman shared some out-of-school youth may be proficient on the Keystone tests. Ms. Dodeci noted out-of-school youth can sign a release form to allow ResCare to obtain their school records.

Ms. O'Neil noted most local policy changes must be approved by the state prior to implementation. It was noted TABE and CASAS are working well, with CASAS more appropriate and effective for English language learners. Ms. Foys asked if the policy can be written general enough to cover the assessment needs for the targeted populations which are served without the need to regularly request waivers for specific assessment testing. It was the

consensus of the group the policy language regarding assessments be written with the most flexibility possible while ensuring assessments used are those approved by the Department of Education. This policy recommendation will be shared with the Governance Committee as they review the policy and develop their recommendation to the board.

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

- **Board staff will send out the list of Department of Education approved assessment tests and detailed information on the TABE assessment to the committee.**
- **Board staff will draft revised assessment language for local board policies which allow for flexibility but ensure that assessments are approved for use by the Department of Education via their approved list.**

**TANF YOUTH PROGRAM FUNDING (Year Round vs Summer)**

TANF youth funding is now allocated for year-round services, and funds are no longer allocated by the state as special allocations specifically for summer programs. The committee was asked for input on whether funding should be set aside specifically for a summer program. Ms. Dodeci commented there has been minimal demand for summer youth programming over the past year. Given the difficulties the local area has experienced over the past couple years with returning unobligated TANF Youth summer program funding, it was the consensus of the committee the funding be committed to year-round program services. Summer program requests can be funded through the year-round allocation of TANF Youth funding without the risk of being unable to obligate funds specifically earmarked for TANF summer youth programming. Ms. O'Neil noted the state is in the process of updating guidelines on TANF, and has indicated they may be released in October 2018. It was also noted most of the time TANF funding waivers from the state are approved which allow TANF Youth funding to be expensed beyond the September 30 deadline up to the end of the program year on June 30.

Ms. Dodeci reported that the release date for the TANF Youth RFP is anticipated on August 1, 2018 with a September 28, 2018 deadline for proposals. Notice of awards are expected to be sent out in October. It was recommended the TANF Youth RFP should accept proposals for both year-round and summer TANF Youth programs.

Discussion ensued on how best to ensure the school districts are aware of the TANF Youth RFP since it will be released during the summer months when school is not in session. It was noted the superintendents are in the schools during August. Guidance counselors return mid-to-late August. A list of area superintendents of schools and career and technical center directors should be available as a resource when the TANF Youth RFP is released, to ensure the school districts are notified. Ms. Dodeci noted when the TANF Youth RFP is released, it will clearly state applicants interested in summer youth programs should submit their proposals via the TANF Youth RFP.

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

- **Local school superintendents and CTC directors will be notified regarding the release of the TANF Youth RFP**
- **The TANF Youth RFP will include language to notify bidders that proposals will be accepted for both year-round and summer TANF Youth programs.**

## **YOUTH PROGRAM FISCAL OVERVIEW (WIOA Youth formula funds expenditure compliance)**

Ms. Dodeci provided a handout at the meeting detailing WIOA Youth and TANF Youth program services updates. Ms. Dodeci expects by next meeting to share goals and outcomes of the awarded TANF Youth programs. She expressed her belief the Title I programs are moving in the right direction. She discussed efforts on building community partners to connect with and recruit out of school youth. She noted jobs are more plentiful in Erie County for placing youth participants than in the rural counties. She expressed that ResCare will focus on increasing the connection of Title I staff with the youth. Youth need to be able to see the “light at the end of the tunnel” and recognize how they will benefit from the program services available. There is also increased opportunity in manufacturing because of the availability of pre-apprenticeship funding. It was noted transportation in the rural counties continues to be a challenge for youth participants.

## **OTHER BUSINESS**

### **BUSINESS-EDUCATION PARTNERSHIP GRANT APPLICATION**

Ms. Anderson reported we did not receive a funding award for the Business Education Partnership Grant. She followed-up with the state, and they noted our application was too broad and not specific enough. In future grant applications, we will need to provide more detail regarding the individuals and employers’ names who will participate in the grant as partners.

Mr. Falkenhagen reported ResCare and Northwest Tri-County IU5 are working together in developing a bridge class for work experience combining academic and soft skills. Other youth opportunities discussed included matching up youth with pre-apprenticeship training, bringing career and technical centers as well as other training providers to the table to provide needed skills training, and considering out-of-school youth participants for training through the WIF grant program (Career Jumpstart).

### **TEACHER IN THE WORKPLACE GRANT APPLICATION**

Ms. Anderson explained we submitted two applications for the Teacher in the Workplace Grant and both were awarded. Northwest Tri-County IU5 was awarded \$50,000 and Riverview IU6 was awarded \$49,950. Representatives of the Northwest Tri-County IU5 were present at the meeting, and provided an overview of the grant activity, which will provide opportunities to connect educators to regional manufacturing and healthcare business and employers. This activity will assist participants in developing and delivering innovative learning experiences for students to promote preparation for entry into post-secondary training and the workforce in STEM-related careers.

### **COMMITTEE MEMBERSHIP**

Ms. Anderson noted the CLEOs asked to be engaged in the process of recommending community membership for committees. Ms. Foy added while the contributions and engagement of the current Youth Committee membership is much appreciated by the board, supplementing the membership with more members, particularly those serving out-of-school youth, would be advantageous to the committee and the board.

Ms. Dodeci and Mr. Chevalier discussed the importance of ensuring performance evaluations take place in future TANF Youth programming. Ms. Dodeci expects that 5-8 outcomes beyond enrollment numbers will be applied to all TANF Youth programs next year.

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

- **Performance goals and outcomes of awarded TANF Youth programs will be evaluated and reported as part of the TANF subcontracts going forward**
- **Information on the performance goals and outcomes of the TANF Youth programs will be distributed to the Youth Committee members for review when they become available.**

**NEXT MEETING – SEPTEMBER**

The next meeting is scheduled for September 5, 2018.

**REVIEW OF ACTION ITEMS**

- **Board staff will send out the list of Department of Education approved assessment tests and detailed information on the TABE assessment to the committee.**
- **Board staff will draft revised assessment language for local board policies which allow for flexibility but ensure assessments are approved for use by the Department of Education via their approved list.**
- **Local school superintendents and CTC directors will be notified regarding the release of the TANF Youth RFP**
- **The TANF Youth RFP will include language to notify bidders that proposals will be accepted for both year-round and summer TANF Youth programs.**
- **Performance goals and outcomes of awarded TANF Youth programs will be evaluated and reported as part of the TANF Youth subcontracts going forward**
- **Information on the performance goals and outcomes of the TANF Youth programs will be distributed to the Youth Committee members for review when they become available.**

**REPORT TO THE EXECUTIVE COMMITTEE**

None.

**ADJOURNMENT**

**MOTION**

**It was moved by Ms. Foys and seconded by Mr. Askins to adjourn the meeting. All were in favor. Motion passed and carried.**

The meeting was adjourned at 10:37 am.

Respectfully submitted,  
Lisa McCartney  
Administrative Assistant  
Partners for Performance