

YOUTH COMMITTEE
Meeting Minutes – September 5, 2018
Crawford County Career and Technical Center, 860 Thurston Road, Meadville, PA

ATTENDANCE: Jill Foys, Dan DiTullio, Elaine Shaffer, Michael Chevalier, Kevin Sprong, Amy Herman, Phil Askins, Joan Quickle, Dave Henderson ☎, Barbara Houserman ☎, Jack Hewitt, Amanda Hetrick, Eileen Mullen, Kay Koyack, Jennifer Pontzer ☎, Dr. Lisa Miller ☎, Monica Daquilante ☎

CONTRACTOR: Sara Dodeci ☎, Anne Hull, Latrisha Mitchell-Payne ☎,

PF: Deb O’Neil, Erin Shaffer, Ramon Rodriguez, Jackie Hamilton

WELCOME

The Youth Committee of the NWP Job Connect board met on September 5, 2018 at the Crawford County Career & Technical Center, 860 Thurston Road, Meadville, PA. The meeting began at 9:04 a.m.

VISITOR RECOGNITION/PUBLIC COMMENT

Everyone introduced themselves. There was no public comment.

APPROVAL OF MINUTES – July 11, 2018

The minutes of the July 11, 2018 meeting were included in the meeting packet and presented for approval.

MOTION

It was **moved** by Ms. Shaffer and **seconded** by Ms. Hetrick to approve the July 11, 2018 meeting minutes as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

1. Board staff will send out the list of Department of Education approved assessment tests and detailed information on the TABE assessment to the committee. (Completed)
2. 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. (Completed)
3. Local school superintendents and CTC directors will be notified regarding the release of the TANF Youth RFP (In process)
4. The TANF Youth RFP will include language to notify bidders that proposals will be accepted for both year-round and summer TANF Youth programs. (Completed)
5. Performance goals and outcomes of awarded TANF Youth programs will be evaluated and reported as part of the TANF Youth subcontracts going forward
6. 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.

YOUTH INCENTIVE/STIPENDS POLICY

A request was made for the local board to consider adding stipends to the existing Youth Incentive Policy to allow for the payment of stipends to eligible youth that participate in the TANF youth development fund programs. Following review and discussion, stipends language was drafted and submitted to the Policy Division of the PA Department of Labor and Industry for a required state review and approval. The Policy Division at the PA Department of Labor and Industry communicated to board staff that stipends require the advance review and approval of the Federal Grant Officer at USDOL for the payment of stipends to be allowable. In addition, the criteria by which stipends may be paid to participants is limited and would be difficult to get approved by the state. Therefore, no stipends can be paid under WIOA or TANF program funding at this time and it is unlikely to be approved by the state in the future. Work will continue on adding an additional level of incentive to the existing Youth Incentive Policy that would allow for payment of an incentive for career exploration and awareness. However, this additional incentive language must be approved by the Policy Division of the PA Department of Labor and Industry prior to approval and implementation by the local board.

TANF YOUTH PROGRAM RFP UPDATE

The Title I Youth Program contractor, ResCare, released a TANF Program RFP in early September 2018 to request proposals for career exploration, employment experience, and career pathways support to TANF eligible youth. A bidder's conference was held on September 12, with required participation for any agency that planned to submit a proposal. The TANF RFP included increased reporting and outcomes responsibility for successful bidders to the TANF program. Monthly reporting by the TANF subcontractors will be used for evaluating the program outcomes.

The state has indicated that new TANF guidelines will be released in October 2018. It is anticipated that the age of the eligible youth will be changing, as well as the eligibility determination process for participants. It was recommended that notification of pending changes to the TANF program under new state guidelines be shared with potential bidders at the upcoming bidder's conference.

****ACTION ITEM****

- **ResCare will notify potential bidders of the pending changes to the TANF program guidelines at the upcoming bidder's conference.**

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

Ms. Dodeci provided an update on WIOA Youth and TANF Youth program services updates. She noted that ResCare has met the required 75% expenditure for out-of-school youth, as well as the required 20% expenditure for work experience for youth programs for the past program year ending June 30, 2018.

Ms. Dodeci noted that ResCare plans to hire additional youth staff in the coming months. Discussions are being held with other successful youth projects nationally, in an effort to increase focus and strategies on out-of-school youth participants.

OTHER BUSINESS

NEW STATE TANF PROGRAM GUIDELINES

As discussed during the youth program overview, the state plans to release new TANF program guidelines in October 2018. Changes are anticipated to the age range for eligibility, as well as a revised process for determining TANF youth participant eligibility. Notification will be provided to the potential bidders at the upcoming bidder's conference, which could result in required changes to TANF proposals per any changing program requirements under the new state guidance.

YOUTH COMMITTEE MEMBERSHIP

An evaluation of the types of youth representation that may be lacking around the Youth Committee table has been discussed. It has revealed that additional members need to be recruited for specialists who engage with youth populations with barriers to employment. This would include but not be limited to juvenile probation and adjudicated youth, mental health providers, inner city centers, aging out of foster care, etc.

The committee continued to discuss how to recruit out-of-school youth to increase participation in the programs. It was suggested that higher education institutions could be contacted regarding referral of their students that drop out of college. Interfaith ministries and independent living facilities, etc. could also be contacted in an effort to recruit out-of-school youth.

Ms. Foys noted that it has been her experience that meetings that are conducted one-on-one with students are more effective than exposing the students to a group meeting setting. The meetings can be conducted one-on-one with the youth and then the information gathered can be brought back for committee discussion and consideration.

Ms. Mullen shared that a recent survey of youth identified that the majority responded that their influencers are their parents and friends. She noted the importance of really listening to what the youth value and what is important to them to build strong relationships. It was further discussed that building trust while engaging youth is important. Teaming up with other youth service agencies and providing "warm hand-offs" will support more successful outcomes, as well as partnering with agencies that can provide transportation.

NEXT MEETING – WEDNESDAY, NOVEMBER 7

The next meeting of the Youth Committee is scheduled for Wednesday, November 7, 2018 beginning at 9 a.m.

REVIEW OF ACTION ITEMS

- 1. ResCare will notify potential bidders of the pending changes to the TANF program guidelines at the upcoming bidder's conference.**

REPORT TO THE EXECUTIVE COMMITTEE

None.

ADJOURNMENT

MOTION

It was moved by Ms. Koyack and seconded by Ms. Hetrick to adjourn the meeting. All were in favor. Motion passed and carried.

The meeting was adjourned at 10:22 am.

Respectfully submitted,
Deb O'Neil
NWPA Job Connect