

**YOUTH COMMITTEE**  
**Meeting Minutes – January 2, 2019**  
**Crawford County Career and Technical Center, 860 Thurston Road, Meadville, PA**

**ATTENDANCE:** Dr. Lisa Miller, Dave Henderson, Eileen Mullen, Dawn Popovic, Dan DiTullio, Phil Askins, Amy Herman, Jill Foys, Amanda Hetrick, Samantha Stump, Deb Anderson, Mike Chevalier, Chris Davison, Ray Overholt, Bernice Leonard, Monica Daquilante ☎, Elaine Shaffer ☎, Jack Hewitt ☎, Kay Koyack ☎

**CONTRACTOR:** Sara Dodeci, Russ Byler,

**PPF:** Deb O’Neil, Jackie Hamilton

**WELCOME**

The Youth Committee of the NWPA Job Connect board met on January 2, 2019 at the Crawford County Career & Technical Center, 860 Thurston Road, Meadville, PA. The meeting began at 9:03 am, after a TANF discussion that began at 8:38 am and concluded at 8:45 am.

**VISITOR RECOGNITION/PUBLIC COMMENT**

Visitors were recognized. Ms. Stump was introduced as the Director at St. James Haven in Meadville. They generally serve males aged 18 to 26. Ms. Leonard noted that Ms. Audrey Smith was invited to participate in the meeting, but was unavailable so Ms. Leonard will participate on her behalf. There was no public comment.

**APPROVAL OF MINUTES – NOVEMBER 7, 2018**

The minutes of the November 7, 2018 meeting were included in the meeting packet and presented for approval.

**MOTION**

It was **moved** by Mr. Henderson and **seconded** by Ms. Hetrick to approve the November 7, 2018 meeting minutes as presented. All were in favor. **Motion passed and carried.**

**REVIEW OF PREVIOUS ACTION ITEMS**

1. **ResCare will provide a presentation at the next meeting regarding the resources available to youth through the WIOA Title I Youth Program to “connect the dots”; identify the services available, as well as the challenges.** Ms. Dodeci and Mr. Byler will provide a presentation later in the meeting.
2. **Implement a process with the schools when students graduate or dropout to have students sign a release to share information with the PA CareerLink® to provide assistance with career activities/training.** Though this had not yet taken place, Ms. Dodeci hoped that discussion at today’s meeting would give further insight into their next steps.
3. **Increase communication to the public of the toll-free number for mobile services delivery.** This is in process, but several efforts are underway to better publicize the toll-free number.

## **YOUTH PROGRAM OVERVIEW**

### **RESCARE PRESENTATION OF YOUTH SERVICES/CHALLENGES**

Ms. Foys introduced Mr. Byler, who prepared a presentation on youth services.

Challenges identified included:

- Recruiting out-of-school youth: The target audience may be living at home with parents with no expenses and no incentive. The large geographic area also presents a basic challenge to effective recruiting efforts. Additionally, the general culture of out-of-school youth lacks commitment or follow-through once engaged.
- Transportation was also identified as a challenge. Many out-of-school youth lack expendable funds for limited transportation options, and there is a lack of comprehensive public transit, particularly in rural areas.
- Out-of-school youth often lack training and/or work experience, which are vital to learning basic skills as well as positive work ethic and soft skills. A lack of training providers for a broad sample of occupations may contribute to this.

Ms. Foys asked the committee to consider how their organizations may be able to take advantage of the information and who else may find benefit from the information. Ms. Foys emphasized that as the committee becomes better informed, she hopes that the group will become a support system for youth service providers in the PA CareerLink® offices.

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

- **Board staff will send the presentation to the Youth Committee**

### **RECRUITMENT OF OUT-OF-SCHOOL YOUTH PARTICIPANTS**

After the presentation, a discussion ensued on recruitment of out-of-school youth participants. Information shared through discussion included:

- Although substance abuse is not a barrier defined in WIOA, it may fall under the barrier “requiring additional assistance to complete an educational program or to secure or hold employment.” Such a barrier would need supporting documentation, which may be notification of a failed drug test. Mental health issues may be addressed as a barrier, similarly. All considerations and documentation are reviewed in accordance with the applicable laws and local policies.
- A sequence of services is no longer required under WIOA, and Title I regularly presents basic services in group settings of youth without the requirement of program eligibility. Career Resource Room property is also available for use, such as laptops for job searching.
- PA CareerLink® aims to hold three to four workshops each week in areas of the region where there aren’t comprehensive sites. However, the team is flexible and ready to respond to the needs of the community when a need is communicated. Additionally, PA CareerLink® maintains partnerships with about 56 local agencies. It

was suggested that these partnerships be listed on the website, especially if they will address walk-in interest in PA CareerLink® services.

- There is difficulty transitioning clients from paid work experience to employment because regulations/policies require a minimum wage of \$9/hour, and this is higher than minimum wage.
- While employers value consistent attendance, the state does not permit incentive payment for participation alone.
- PA CareerLink® exploring attending college orientations. As some students drop out after the first year, they may have some familiarity with PA CareerLink® if it is introduced to them at orientation.
- PA CareerLink® youth services outreach material is in the process of being upgraded. Informational packets are being standardized for different audiences. Updated material is expected to be available at the beginning of February.

Suggested Next Steps:

- The Youth Committee offered the distribution of youth outreach packets for recruiting out-of-school youth.
- Audrey Smith be invited to present on the effect of trauma on 14-18 year olds.
- Ensure services are advertised on 211.
- Employer workshops for mentor training, related to success training, perhaps with HR groups. There is a disconnect on the definition and practice of mentoring youth in the context of employment.
- The presentation given today is appropriate for community groups, including active aging, as many grandparents are raising their grandchildren.
- Update PA CareerLink® website with youth services and invite high schools to link to PA CareerLink® on their websites.

**OTHER BUSINESS**

Discussion was had about getting local programs on the Eligible Training Provider List, especially to address High Priority Occupations in the area not supported by trainings.

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

- **Board staff will send out information posted on the NWPA Job Connect website about the Eligible Training Provider List and High Priority Occupations.**

Mr. Byler noted that a new Youth Program Manager is expected to start on January 7. Ms. Anne Hull is transitioning to another position.

**NEXT MEETING – WEDNESDAY, MARCH 6, 2019**

The next meeting of the Youth Committee is scheduled for Wednesday, March 6, 2019 beginning at 9 am.

**REVIEW OF ACTION ITEMS**

1. Board staff will send the presentation to the Youth Committee
2. Board staff will send out information posted on the NWPA Job Connect website about the Eligible Training Provider List and High Priority Occupations.

**REPORT TO THE EXECUTIVE COMMITTEE**

None.

**ADJOURNMENT**

**MOTION**

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

Respectfully submitted,  
Jackie Hamilton  
NWPA Job Connect