

YOUTH COMMITTEE
Meeting Minutes – March 6, 2019

Crawford County Career and Technical Center, 860 Thurston Road, Meadville, PA

ATTENDANCE: Dr. Lisa Miller ☎, Dave Henderson ☎, Dan DiTullio, Amy Herman, Jill Foys, Amanda Hetrick, Deb Anderson ☎, Mike Chevalier, Ray Overholt, Monica Daquilante, Elaine Shaffer, Jack Hewitt, Kay Koyack, Ken Falkenhagen, Charleen Beiter, Brittany Eisenman ☎, Barb Houserman ☎, Amy Coleman ☎

CONTRACTOR: Sara Dodeci, Misty O'Connor

PFPP: Deb O'Neil, Jackie Hamilton, Janet Anderson

WELCOME

The Youth Committee of the NWPA Job Connect board met on March 6, 2019 at the Crawford County Career & Technical Center, 860 Thurston Road, Meadville, PA. The meeting began at 9:03 am.

VISITOR RECOGNITION/PUBLIC COMMENT

Visitors were recognized. There was no public comment.

APPROVAL OF MINUTES – January 2, 2019

The minutes of the January 2, 2019 meeting were included in the meeting packet and presented for approval.

MOTION

It was **moved** by Ms. Hetrick and **seconded** by Mr. Henderson to approve the January 2, 2019 meeting minutes as presented. All were in favor. **Motion passed and carried.**

REVIEW OF PREVIOUS ACTION ITEMS

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

YOUTH PROGRAM OVERVIEW

NEW YOUTH PROGRAM MANAGER INTRODUCTION

Ms. O'Connor was introduced, and she spoke about moving forward in engaging out of school youth and looking forward to helping the group meet the needs of the community.

OUT-OF-SCHOOL YOUTH PROGRAM UPDATE

YOUTH PROGRAM OUTREACH BROCHURE

YOUTH PROGRAM EXPENDITURE REPORT

A trifold brochure was created for outreach and it was passed around the group. The group was reminded that 75% of youth funding must be spent on out of school youth. While the state may consider submitting a waiver, local areas are unaware of what the proposed percentage will be, and do not expect it to be in place for this program year. Ms. O'Connor shared some reports with the group. Four new positions will be added to the youth program team to help cover all of the workforce area.

Ms. O'Connor stressed a strong focus on retention. Often, out of school youth enroll and then "lose steam." The program is designed for Talent Development Specialists to act as life coaches to form a mentor relationship with clients. This will help to keep goals in perspective, track success as credentials are completed, and ensure that the employment goals are related to the training. Employing this life coach strategy has enabled Talent Development Specialists to engage youth in discussions about their interests and aptitudes, then work on their behalf to find ways to nurture them through training and work opportunities in their communities.

The committee asked for more details pertaining to the progress of the program. Ms. O'Connor noted that she has contacts in Erie and has been making related contacts in the rural areas. These contacts, related to school districts and IU5, have targeted 18 year olds exiting high school for college and career readiness programs. (Mr. LaVerde offered to connect the Riverview IU6 with the youth program.) An example of a program is Character, Be About It. Many school districts already use this program, but a version is being customized for the youth program. Deployment of this particular program is expected in all six counties via boot camps starting in June.

Ms. O'Connor also noted partnerships with organizations engaged with youth through the Arts. One example is Basement Transmissions in Erie, which provides exploration of music and art for both in and out of school youth. Organizers told patrons that PA CareerLink® would be visiting one day to talk about getting them employed, and if they were interested, they just needed to show up. 18 kids attended the event. Other sources of qualified youth include Perseus House, YMCA Teen Programs, and the CTCs. Meeting youth in places where they are already comfortable has already yielded results. Committee members were encouraged to share similar youth event details with youth staff so that they may attend. Additionally, word of mouth was emphasized as an important tool to get program details to youth. Ms. Anderson noted an example of the "Grandparent Network" where social gatherings (active aging, game playing) lead to grandparents sharing information about their grandkids and the programs and organizations they are involved in. This information exchange is helpful to spread the word about new options for youth.

Ms. Anderson noted that board staff has been meeting weekly with Ms. Dodeci and Ms. O'Connor to discuss progress in youth spending to ensure the 75% spending target for out of school youth is maintained. Other goals include enrolling 26 new out of school youth every month (this has been exceeded for each of the last two months), enrolling 15 youth in ITAs before the end of the program year (currently there are 3), and providing \$300k in supportive services to 100 youth clients. At the end of January, 28% of youth funds were expended, which is up \$40k since December. Ms. Anderson explained that the large pot of funding available this year is partly due to leftover funds from previous years, but the circumstances have allowed the building of a youth program that will help maintain engagement and be more sustainable.

****ACTION****

- **Board staff will send out the Youth trifold brochure and provided reports.**

- **Ms. O'Connor will connect with Riverview IU6 for youth program contacts.**
- **Committee members will assist the Youth Program Manager by identifying any available networking groups related to the youth program, especially in the rural counties.**

TANF YOUTH PROGRAM REPORT

Ms. Dodeci provided a list of TANF Youth subcontractors and explained that TANF funding is the bulk of available in school youth WIOA program services. This year, funding is being provided to 13 agencies in rural areas and 11 in Erie County, some providing multiple programs. All contracts are fully executed. Successful programs may be contacted to conduct summer programming if additional funding is offered to the Northwest. TANF funding deadlines may be extended to the end of September, but official word has not yet been received.

Ms. Foys asked if there was an industry club program this year and it was explained that 15 clubs would be presenting at Pitt Titusville on May 2. There will be no career fair as part of the event due to lack of positive youth feedback. Judges are needed. Ms. Foys encouraged the committee to participate.

****ACTION****

- **Board staff will send out the list of TANF subcontractors.**

OTHER BUSINESS

Ms. Anderson explained the State/Local Internship Program, or SLIP, which was a grant recently received by the Northwest. The grant funds about 25 local internships and requires a small company match. If anyone knows of any employers that intend to hire interns May through August, and may be interested in the grant, they should contact board staff for more information.

NEXT MEETING – WEDNESDAY, MAY 1, 2019

The next meeting of the Youth Committee is scheduled for Wednesday, May 1, 2019 beginning at 9 am.

REVIEW OF ACTION ITEMS

- 1. Board staff will send out the Youth trifold brochure and provided reports.**
- 2. Ms. O'Connor will connect with Riverview IU6 for youth program contacts.**
- 3. Committee members will assist the Youth Program Manager by identifying any available networking groups related to the youth program, especially in the rural counties.**
- 4. Board staff will send out the list of TANF subcontractors.**

REPORT TO THE EXECUTIVE COMMITTEE

None.

ADJOURNMENT **MOTION**

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

The meeting adjourned at 10:15 am

Respectfully submitted,
Jackie Hamilton
NWPA Job Connect