



## NORTH CENTRAL WORKFORCE INVESTMENT BOARD

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North Central Workforce Investment Board  
Youth Council Meeting  
October 14, 2009  
North Central, Ridgway, PA  
*Summary Minutes*

### Members Present

Jim Papp	Risha Johnson	Linda Thompson
Blythe Brunner	Ralph Serafini	Lois Richards
Mike Dodge	Mark Flacinski	Dave Ray

### Members Absent

Bob Chunta	Diane Bernardo	James O'Mara
Courtney Cole	Stacey Lo Castro	Diane Gigliotti-Spratt
Kassie Zilkofski	James O'Mara	Cathy Straub
Jonna Irvin	Kenneth Straub	Paul Timbrook
Donna Kilhoffer	Lisa Kweder	

### WIB Staff

Susan Snelick	Pam Streich	James Stockdale
Barb McKnight		

### Others

Doug Schmidt, Dept. of L&I/BWDP

### Call to Order

Chair pro tem Lois Richards welcomed everyone and called the meeting to order at 10:05 am. Introductions were made.

### Pledge

The Pledge of Allegiance was given.

### Minutes of Previous Meeting

Lois asked if there were any corrections, amendments, or additions to the August 12, 2009 meeting minutes. David Ray noted a typo on line 4 under Other Business. The date should read September 7, 2009. With this correction Ralph Serafini moved to accept the August 12, 2009 minutes, seconded by Linda Thompson. Motion passed.

### Correspondence

Susan noted that we sent a letter via email and mail to all Youth Council members. The purpose of the letter was two-fold: 1) to clarify that there is no required (or appointed) term for Youth Council members. All members are appointed by the WIB in cooperation with the Chief Local Elected Officials in areas of expertise as identified within the WIA legislation. Members will be maintained until such

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time as that members requests to resign from the Council either self-directed or through staff inquiry. 2) The letter was sent to ask each member their intent in regard to participation on the Council noting that we have accomplished great things but can only do so with an active, dedicated board to support staff. Each member was asked to send an email notification to Barb McKnight by October 9, 2009 indicating if they would like to continue their membership on the Youth Council. For various reasons Ron King, Ron Berguson, Rebecca Agens, and Walter Fitch have resigned from the Youth Council. Susan noted that we will need to replace Ron Berguson's representation on the Council as the Parent of a WIA Eligible Youth. Mark Flacinski noted that he is the Parent of a WIA Eligible Youth. This representation will be added to Mr. Flacinski's representation on the Council. We wish to thank them all for serving as members on the North Central WIB Youth council and wish them well.

With the resignation of Ron King we need to fill the position of Youth Council Chair. Susan asked if anyone would like to volunteer for this position. There were no volunteers. Susan asked Lois Richards if she would fill that position and she stated she would. Blythe Brunner made a motion to fill the vacancy of the Youth Council Chair with Lois Richard, Ralph Serafini seconded. Motion passed. This will be presented to the North Central Workforce Investment Board at their November 16, 2009 meeting for approval.

#### Regional Career Education Partnership Update

Pam noted that we submitted a proposal for \$70,000.00 through Pennsylvania Workforce Investment Board on October 5, 2009 for Regional Career Education Partnership (RCEP) funds. The funds this time around are competitive and there is no guarantee that we will be funded. Pam noted, as a reminder, the funding for the RCEP is not just for WIA eligible Youth but with it is a chance for us to serve other youth who may not be eligible for the program ...not directly with training activities but to reach out to them with a lot of the goals we have in our Strategic Plan. We included 3 different goals that are pretty much taken from our Strategic Plan in the proposal. They are: 1) to increase the awareness of and preparation for Career and Educational opportunities leading to work-based learning among our youth; 2) promote high level professional development and support teachers and counselors; and, 3) to develop strategies to reengage disconnected youth ...to connect youth with employment opportunities through stakeholder collaboration. Pam noted if anyone is interested in seeing the proposal that she would be more than willing to show it to them.

As an update to the Business and Industry Connection to School Program (this program brings employers and schools together to connect students to the world of work) Pam noted that this is one of the first things we implemented since establishing our Strategic Plan. As you are aware, we had an intern working on the document this past summer and reaching out to get people to participate. Business and Industry representatives were recruited through the Industry Partnerships, Industry Consortia, Chambers of Commerce, and other employer groups to volunteer for the program. A listing of volunteers is distributed to schools in the region so that school personnel can contact the employers directly. Activities that employers participate in include: job shadowing, classroom presentations, mock interviews, job fairs, and educator in the workplace. To date we have 92 volunteers. Pam noted that she just received information from another individual to add to the list (the document) of volunteers. This document is on the North Central Workforce Investment Board Youth Council website.

#### Penn State Subcontract Update

Pam noted that we awarded Penn State University on behalf of Penn State DuBois Continuing Education \$40,000 to serve 75 WIA Eligible Youth focusing on the Leaders in Technology Program ("Youth Engaged in Technology"). The program provides tutoring, leadership development and adult mentoring to in school and out of school youth and consists of after school activities including leadership workshops, five technology modules, and College 101 and Portfolio module. The five technology modules include: 1) using Lego Mindstorm NCT software and components to construct Lego robots and machines, 2) using C-Tech copper and fiber networking kits to gain understanding of technology in the high demand occupation of telecommunications, 3) exposure to Penn State's Center for Nanotechnology Education and Utilization by use of teleconference technologies, 4) use of

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personal computers – managing, files, work processing, spreadsheets, databases, presentations, and internet and email, and 5) GPS/GIS introduction. Pre and post tests will be given prior to and following each module. We began negotiations with them the beginning of August and just heard back from them asking us to change several things in our subcontract. We are unable to change everything they requested. We informed them of the changes that we can not make and gave them until Friday, October 16, 2009 to let us know if they are going to be able to do the program. Susan commented that it was held up in the legal department of Penn State's main campus and that is what put us behind to October. If they cannot meet the terms of our contract we want to reprogram those funds. Discussion ensued. Linda Thompson made a motion that if Penn State does not answer by Friday, October 16, 2009 that we will open the RFP process, seconded by Mark Flacinski. Motion passed.

#### Strategic Plan Committee Workgroup

As discussed at the June 10, 2009 Youth Council meeting and regarding the Youth Council Strategic Plan a draft brochure was developed as listed under Goal #4 – “Promote the Youth Council as a Regionally Recognized and Valued Resource and Information Clearinghouse”. The draft brochure was distributed at the August 12, 2009 Youth Council meeting for comments and suggestions. It was suggested that contact information be added to the brochure and that more white space was needed on the inside The North Central Youth Council – Regional Career Education Partnership pamphlet. The pamphlet was re-reviewed at today's meeting with some recommendations.

Regarding the North Central Workforce Investment Board Youth Council Strategic Plan, the Youth Council reviewed and discussed Goal 1 Strategy II: “Increase early parental awareness of career resources and opportunities for shaping their child's career path”. The Youth Council discussed how to improve the connection between schools, etc. This will be discussed further at the December 9<sup>th</sup> Youth Council meeting.

Susan noted that we will have a report from each of the Youth Consortiums at all future Youth Council meetings.

#### Workforce Operations Activity Report – Blythe Brunner

Blythe distributed and reviewed the below Workforce Operations Activity Report. The first page of the report shows the Regional Case Load Report for WIA-eligible youth. We are serving 106 in our region from July 1, 2009 to date.

## WORKFORCE OPERATIONS ACTIVITY REPORT

<b>Regional Case Load Reports</b>			
7/1/09 - 6/30/10			
	IN	OUT	TOTAL
Cameron	2	1	3
Elk	5	3	8
Clearfield	14	9	23
DuBois	4	8	12
Jefferson	13	4	17
McKean	15	21	36
Potter	1	6	7
<b>Totals:</b>	<b>54</b>	<b>52</b>	<b>106</b>

### Career Awareness in the Schools

#### Out of School Youth Recruitment

Assessment
Remediation for Literacy and Numeracy
Work Readiness Skills Standards/Workshops
Employment Workshop
Employment

#### Performance

Literacy and Numeracy (out of school)
Youth Placement
Youth Attainment of Degree or Certificate

10/14/2009

The second page of the report is the Summer Youth Employment Program Statistics from June 15, 2009 through August 7, 2009. These are the statistics from the summer program we ran this past summer. We served 143 In-School Youth and 125 Out of School youth for a total of 268 youth region-wide. Of the Out of School Ages at the Time of Registration we served 103 youth ages 17 through 21 and 22 youth ages 22 through 24.

Blythe noted that in the Youth meetings, etc., when we discuss what is going on, our strongest conversation is our Out of School recruitment. We talk about the struggles we have with Out of School Youth recruitment at most of our Youth meetings and we talk a lot about it in our meetings with different groups such as the Youth Consortiums. Blythe gave a definition of an Out-of-School Youth and the expectations of an Out-of-School Youth. Initially we do an assessment, which would be the test for Adult Basic Education; we do a Compute-A-Match assessment that is a test for aptitude, and we work with any other assessments that they may have had through other agencies or schools so we can develop a plan with them. This is after they meet the low-income eligibility and their barrier has been documented. The next step is remediation for Literacy and Numeracy ...Literacy and Numeracy is one of our performance goals. When the youth come in they must be aware that if they are basic skills deficient that our expectations are that they will bring those skills up. The Youth also work with the Work Readiness Skills Standards workshop. The 3 Performance Measures for Out-of-School Youth are: 1) Literacy and Numeracy; 2) Youth Placement; and 3) Youth Attainment of a Degree or Certificate.

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## SUMMER YOUTH EMPLOYMENT PROGRAM STATISTICS

JUNE 15, 2009 - AUGUST 7, 2009

CUSTOMERS			TOTAL
	IN SCHOOL	OUT OF SCHOOL	
Cameron	6	8	14
Clearfield	38	40	78
Dubois	7	12	19
Elk	23	15	38
Jefferson	22	13	35
McKean	36	28	64
Potter	11	9	20
<b>Total:</b>	<b>143</b>	<b>125</b>	<b>268</b>

WORK READINESS SKILLS STANDARD CREDENTIAL		
Cameron		6
Clearfield		43
Dubois		14
Elk		25
Jefferson		15
McKean		22
Potter		7
<b>Total:</b>		<b>132</b>

CUSTOMERS		
MALE		173
FEMALE		95

FOLLOW UP				
	RETURNED SURVEY	WORKING	IN HIGH SCHOOL	IN POST SECONDARY
30 DAY FOLLOW UP	104	14	46	20
90 DAY FOLLOW UP				
6 MONTH FOLLOW UP				
1 YEAR FOLLOW UP				

OUT OF SCHOOL AGES AT TIME OF REGISTRATION		
17		7
18		31
19		28
20		27
21		10
<b>Total:</b>		<b>103</b>
22		14
23		6
24		2
<b>Total:</b>		<b>22</b>

### Other Business

Susan noted that the 2009 Youth Services Academy will be held December 1 - 2, 2009 at the Holiday Inn Harrisburg-Hershey in Grantville, PA. The 2009 Youth Services Academy will offer practitioners and policymakers opportunities to discuss issues, develop skills and tools, and build strategies to serve youth at the local, regional, and state levels.

The Academy will offer a balance of successful models, innovative strategies, and open topic within the following 3 topic areas:

- Summer Youth Employment Program: What Worked?
- Summer Youth Employment Program: What's Next?
- Working with Special Youth Populations

Information will be emailed regarding this to the Youth Council members.

### Adjourn

With no other business Blythe Brunner made a motion to adjourn the meeting, seconded by Mike Dodge. The meeting adjourned at 11:37 am.

The next Youth Council meeting is scheduled for Wednesday, December 9, 2009, beginning at 10:00 am.

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