

Finger Lakes Workforce Investment Board  
**YOUTH COUNCIL MEETING MINUTES**  
Finger Lakes Workforce Investment Board  
41 Lewis Street, Geneva, NY 14456  
Monday, May 9, 2011

**ATTENDANCE:** **Members:** Menzo Case, Chair, Chris Edgar, John Mueller, Patty D'Amico, Sarah Rowe, Colleen Combs, Amberly Stryker, Pat Pavelski, Karen Beals, Jocelyn VanGelder, Brian Young, Chris Keear,  
**Staff:** Pat Gopen, Youth Systems Coordinator  
**Guests:** Terri Carlson, Loree Martin, Deb McGrimley

**ABSENT:** **Members:** Jessica Bacher, Peg Birmingham, Barb Delpriore, Johnny Robinson, Kathy Swartout, Kathy Templar, Brandon Mead, Sonia Frederick, Beth Thomas, Lynn Freid, Lori Greene, Susan Acquisto, Valerie Mallard, Heaven Hotelling

**CALL TO ORDER/INTRODUCTIONS:** Mr. Case called the meeting to order at 4:05pm, introductions were made.

**APPROVAL OF MINUTES:** Minutes from March 2011 meeting approved. Motion to approve by Mr. Mueller, seconded by Ms. Combs. all in favor. motion carried.

**YOUTH PROGRAM UPDATE:**

- A. Brian Young provided an update on the Youth OJT and ITAs. Mr. Young reported that youth staff have increased Individual Training Account enrollments and are working with respective Business Service Reps to identify opportunities for youth OJT placements. Ms. Gopen reiterated that WIA Youth Programming performance outcomes have been very good with the Literacy/Numeracy scores being the biggest concern, since the goals were increased considerably for PY10. Youth staff is reviewing OSOS reports to address any data entry omissions and update Lit/Num testing and scores with youth participants.
- B. Ms. Springmeier and Ms. Gopen are coordinating the Finger Lakes **Internship Program since Ms. Cunningham's resignation and are facilitating as many student internships as possible before the expiration of the grant (after a 1 month extension) on June 30, 2011.**
- C. Ms. Gopen reported that the 6<sup>th</sup> Annual **Finger Lakes Works...with their hands!** skilled trades and advanced manufacturing event is scheduled for October 6, 2011 and that the Steering Committee has begun monthly planning meetings in preparation for the event.

**SUB-COMMITTEE UPDATES:**

- a. **Performance and Evaluation Committee:** Chris Edgar reported and reviewed the PY2011 WIA Youth Program funding recommendations of the Performance & Evaluation Committee for approval by the Youth Council. Brian Young abstained, the vote was all in favor, no opposed. The recommendations, below, now require approval from the FLWIB Executive Committee and the full FLWIB. Mr. Case commended the P&E committee on their undertaking and drew attention particularly to their recognition of PY 10 'Best Practices.' The recommendation is for all PY11 awardees to incorporate similar practices into their WIA Youth program.
- b. **Membership Committee:** Youth Council's required membership representation is in full compliance with the addition of new members Valerie Mallard (Public Housing) and Chris Keear (Juvenile Justice.) Two new guests at the meeting are potential youth members.
- c. **Marketing Committee:** This committee has not met since our last YC meeting.

**ANNOUNCEMENTS /DISCUSSION ITEMS:**

There was continued discussion regarding the problems with young people abusing over-the-counter energy/alcoholic drinks and 'legal marijuana' being sold in our communities. Detective Keear reported seeing increased use of these products, as well as 'bath salts', etc. Ms. Gopen reported her continued attempt to secure a guest speaker on this subject for our September meeting. Also suggested was a representative from the African American Men's Association to discuss their organization's Mentoring Program,

**UPCOMING EVENTS/ROUND TABLE:**

Various upcoming events were announced by council members

**ADJOURNMENT:** Adjournment at 5:00

**NEXT MEETING:** \*Monday, September 12, 2011 in Conference Room B, Finger Lakes Workforce Investment Board, 41 Lewis Street, Geneva, 4:00-5:00pm.

Respectfully Submitted,  
Pat Gopen, Youth Systems Coordinator

FLWIB Youth Council Performance & Evaluation Committee

WIA Youth PY 2011 Funding Recommendations:

There were a total of 4 proposals submitted. Proposals were accepted from Ontario, Yates, Seneca and Wayne Counties.

The Youth Council Performance and Evaluation Committee met on 3/31/2011 to review the proposals.

At this time we do not have the WIA allocations for PY11, however, we do know that the State WIA funding has been cut approximately 10% and the FLWIB Executive Committee is anticipating a similar 10% cut locally. The Executive Committee has directed the Youth Council to proceed accordingly using that estimation in its award process. \$400,000 depicts the estimated youth funds.

The Performance and Evaluation Committee makes the following recommendations for Youth Program awards:

Ontario County	91,173
Seneca County	94,305
Wayne County	109,000
Yates County	84,578

If the funding is more than what is awarded the FLWIB reserves the right to decide how to allocate the balance of those funds, based on performance as noted in the RFP, at a future date. If the actual allocation is less than the total of those awarded, the FLWIB Executive Committee will review the contracts for revision after the end of the 1<sup>st</sup> Quarter of PY2011.

The Performance and Evaluation Committee recognizes the following Best Practices:

- Youth Focus Groups - Ontario
- Web-Based Service Strategies- Wayne
- GED Plus (+)- FLCC initiative to better prepare GED students for college
- Cell phones + incentives- Yates, all
- Virtual Mentoring- Yates
- Increased assistance for Incarcerated Youth- Seneca, Ontario, Wayne

The Performance and Evaluation Committee makes the following recommendations for all PY11 WIA Youth contractors for practices that will be reviewed in future proposals:

1. Expansion of Youth Voice

A new practice at Ontario County is the formation of Youth Focus Groups, informal gatherings of WIA youth assembled to review youth services and determine needs/interests/best practices. Youth focus groups should strive to engage youth in both the identification of and solutions for youth challenges.

2. To enrich contractor relations with FLWIB and encourage investment in and participation with the Youth Council, the P & E Committee recommends that youth staff provide a single page report quarterly; on Trends in Youth Issues. This report, compiled of youth staff observations and input derived from youth focus groups would communicate trends for youth program struggles, successes and needs. The brief, anecdotal report would be delivered to the Youth Council and subsequently presented by the Youth Council Chair to the FLWIB at the next regular meeting. YC Chair may propose to occasionally present this report in tandem with the brief appearance of youth staff and/or a successful WIA youth participant.

3. Self-Evaluation process  
Develop procedures for utilizing data provided by FLWIB staff ('technical assistance' such as OSOS and NYSDOL reports, desk audits) to address performance strengths/weaknesses.
4. Further development of Private Sector partnerships.
5. Continued collaboration of 4 contractors as a system whenever applicable. Continuation of Consortium.
6. Assess 'carry-over' WIA youth for inactivity/lack of cooperation in order to maintain a manageable caseload and provide the most comprehensive servicing to participants. Increase attention to improving performance and incorporating value-added services to youth including **Career Zone portfolio development for all active participants** and **National Work Readiness Credentialing** for job ready, disconnected youth.