

Finger Lakes WIOA Youth Counselor's Monthly Meeting

11/8/17, 2:00-4:00pm

In Attendance: Chris Yonge (scribe), Deb McGrimley, Lynn Rotz, Terri Carlson, Wendy Cartwright, Candice Bukovinsky-Calkins

Missing: None

Local Updates: Chris brought in copy of CDOS Diploma so Counselors could see what they look like. Terri has accepted a position in Tompkins County and will be leaving at the beginning of December. This will be her last Counselors meeting.

Angel's Reports: Final Report still not received. Counselors agreed to continue working on corrections being sent by Angel. Amanda will let Counselors know as soon as we receive official report. Amanda offered to assist Counselors in adjusting youth exit dates – will schedule Case Reviews with each Counselor.

Current Local Policies: Incentive, Requires Add'l Asst, and Flow Chart/Lit-Num Gain. Flow Chart is being updated to reflect Skills Gain Measure instead of Lit-Num Gain. Draft of new Chart was presented to Counselors for review. Amanda would also like to update the ISS, all agreed. New Policies that may be introduced for PY18: SSAN OSOS Comment Model (we focus on Situation, Summary, Next), Follow-up Paperwork/packet to be completed by youth and counselor upon youth's exit from program, Use Partner Referral Form with youth.

Overall findings during routine Monitoring: Exit Dates should be based on last contact/actual service provided to youth, Follow-up date goes back to exit date no matter when youth decides to enter follow-up service, Don't schedule first service (element) until youth completes enrollment process (Paper App, ISS, CareerZone, and TABE), all free and non-WIOA funded services should be \$0.00 not \$1.00.

MOA's: All MOA's will need to be submitted with PY18 RFP's.

Next Meeting: Wed 12/13 – Will meet at 12:30 for Annual Christmas Lunch and Secret Santa gift exchange (location TBD), Meeting after from 2-4pm at WIB