

## Youth Counselor's Meeting Minutes

1/10/18 1:30-3:30pm

In Attendance: Wendy Cartwright, Andrea McGraw, Candice Bukovinsky-Calkins, Chris Yonge, Deb McGrimley, Ryan DeVay, Annie Mahoney, Francisco Paler-Large (Tompkins County)

- Seneca County: **Ryan DeVay will be moving from his current BSR position to do the Youth Program.** He will train with Deb until she retires at the end of 2018. Annie will be trained as a back-up and currently does the Runaway/Homeless youth program.
- All Counselor's expressed a **concern with youth enrollment numbers.** It was decided recruitment will be the focus of next month's meeting.
- Counselor's would like to **organize a Guest Service Gold training at the WIB** they can each bring 3-4 youth to since it is difficult for them to hold a class individually in their county due to needing at least 10 youth to hold a class. Amanda will contact Melissa Stuart at BOCES to start the process.
- **Angel's Report Wrap-up:** Counselor's had no further questions. Response was submitted and waiting for any further corrections needed to be made. Reviewed definition of Adult Mentoring, \$1 vs \$0 funded services, and following new SSN OSOS case note template.
- Enrollment numbers decreased during Case Reviews due to some youth inactivity. Some youth's exits were backdated to PY16 which decreased current case load numbers. Again, **recruitment will be focus of next meeting.** Also discussed lowering enrollment goal numbers in proposals for PY18.
- Reviewed **definition of Integrated Education** and used example from Ontario County; J. Cruz at Space Vinyl.
- Started discussing materials Counselor's would like to put together a **WIOA Youth Program Desk Guide** including Eligibility, DEV, Enrollment Process/Objective Assessment, OSOS Data Entry, Exiting Youth, and Enrolling in Follow-up. Amanda will work on putting together the guide.
- Next meeting Wed 2/14/18 2:00-4:00pm – Focus: Recruitment Efforts