

## Finger Lakes Youth Counselor's Minutes 4/11/18

In Attendance: Wendy Cartwright, Deb McGrimley, Ryan DeVay, Chris Yonge (today's scribe).

Missing: Annie Mahoney, Candice Bukovinsky-Calkins.

### Around the Room/Local Updates:

**Amanda** – Reviewed Deb M's question to Youth Unit about **Integrated Education** element and response received. First step to developing Integrated Education should be contacting Worksite Sup and finding out what training is provided; safety training, machine/appliance operation, employer policies, etc. Obtain documentation and use for Integrated Ed. If the Worksite Sup provides feedback that youth lacks skills they cannot provide, then develop plan to provide them and count as Integrated Ed (soft skills, basic academic skills, etc.). ALL youth should attend PSS before starting a work experience, either the full version held monthly in your office or a shortened version provided by yourself.

- Preparing for **SYEP**, Include WIOA Youth in SYEP workshops when applicable.

- **TABE**, All Counselor's will receive 9D Survey to use for youth enrollment based on recommendation from BOCES HSE program. Youth enrolling in HSE do not have to complete Survey, they can complete full battery (9D) when they enroll.

- **OSHA 30** counts as a credential and can be completed online at OSHA.com. 30 hour online training can be completed within 6 months, \$169.

- **Youth RFP's** for PY18 are due Monday 4/16 by 4:00pm.

**Chris** – working on Youth RFP, rolling out SYEP, and still focusing on WIOA enrollment. Yates Co. Job Fair on 4/12 from 11-1.

**Deb/Ryan** – GSG training scheduled on Monday 4/16 with Melissa Stuart from BOCES. However, the contract is going through BOCES' legal process and it does not look like it will be returned in time. Seneca Co also did not request approval from the WIB beforehand to enter into the contract with BOCES. Another Counselor suggested paying for it with other funds and Deb agreed to look into this. 4 enrollments in March! 3 appointments for intakes coming up soon, received 2 responses from letters sent to SNAP recipients! Working on Youth RFP. Organized HS career fair in March, 200 students attended.

**Wendy** – County received approval to fill Terri C's position (Sr Counselor) and 3 internal applicants are being interviewed! Rolling out SYEP, new recruitment effort to employ younger youth – putting out bidding process to employers for projects/events youth can do on short-term basis. Working on Youth RFP. 3 youth currently in enrollment process, feels the newer "drawn out" process has helped with not enrolling youth that may not have followed through. Anticipates using less WIOA Incentive money now that CareerZone and TABE's are done pre-enrollment and therefore, do not qualify for incentives.

**Angel's Report** – response almost complete and ready to be submitted by due date this Thursday!

**WIOA Youth Application Updates** – Amanda reviewed updates made, Counselor's highlighted few word/sentence changes. Amanda will update and send out electronic copies. Counselors are highly encouraged to send copies to their local High Schools before the school year ends. Also, shared new

**CDOS information** – NOT just for students with disabilities although commonly used for them. Added CDOS question to application and will add to School Release of Information form.

**Ron's Forms** – no updates at this time, still working on them.

**WIOA Partner Referral Form** – handed out paper copy for Counselor's to familiarize with. MUST use when referring to agencies listed, and fill out if received by agency.

**OSOS/WIOA Questions** – Add Follow-up Category to Monthly Report.

- Amanda showed example of what she does when performing monitoring on OSOS files – does enrollment date align with comments, are comments in SSN format, do they make sense, most commonly missed is "Next Step" part, do services align with comments, are achievement objectives specific and do they align with comments.
- Reviewed Training Outcomes tab, same as last meeting but went through it again step-by-step to capture Skills Gain and Credential information.
- Follow-up Sub-categories have now been added to OSOS and ready to be used! Please go back and add in follow-up services for appropriate youth backdated to when they should have started.

**Summer Meeting** – Will be beneficial to hold meeting this summer (traditionally don't do to SYEP). PY18 starts 7/1/18 and Amanda's maternity leave will start around 8/22. Meeting was scheduled for 8/1/18 2-4pm. (Will still hold regular meetings in May and June). There will be no Counselor's meetings in Sept and October while Amanda is out. Also, Angel's last day is 7/25/18 so there will be a new contact in her place. All questions can be directed to the "new Angel", OSOS help desk, and/or Youth Unit WITH Karen Springmeier cc'd in.

**3<sup>rd</sup> Quarter Monitoring/Case Reviews** – will be scheduled in May, will send out dates soon. Will schedule whole days even though may not take that long, but will be doing monitoring and case reviews back-to-back.

**4<sup>th</sup> Quarter Monitoring** – will be completed in August before going out on Maternity leave.

**Amanda will be on vacation last week of June** – questions can be sent to Angel, OSOS Helpdesk and/or Youth Unit.

**Next Meeting – Wed May 9<sup>th</sup> 1:30-3:30pm (Youth Committee 3:30-4:30)**