

Youth Committee Meeting

**Randy Guttenberg, Chair—Youth
Laura Cataldo, Chair-Elect
Francis Langer, Secretary**

**Michelle Eilbes, Jim Falco, Michael Hernandez, Fred Hebert, Rich Hands,
Chuck Klein, Pam Korth, John Lalor, Nick Lampone, Melissa Montey,
Charles Poches, Lisa Pollard, Elizabeth Roddy, Ed White, Calvin White Eagle**

**Tuesday, February 4, 2020
9:00 a.m. to 11:00 a.m.**

**Madison College
1701 Wright Street
Madison, WI 53704-2599
Room D1630C**

Members Present: Randy Guttenberg, Chair; Francis Langer, Secretary; Michelle Eilbes, Michael Hernandez, Fred Hebert, Rich Hands, Chuck Klein, Pam Korth, Melissa Montey, Lisa Pollard, Elizabeth Roddy, Ed White, Calvin White Eagle

Staff Present: Seth Lentz, Lameece Tyne, Jackie Hall, Alex Maves, Chris Ziegel, Becca Collins

Guests Present: Chan Stroman, Del Underbakke, Josh Fassl

Agenda Item 1 – Welcome and Introductions

Guttenberg called the meeting to order at 9:01 a.m. and welcomed everyone. Everyone introduced themselves.

Agenda Item 2 – Review and Approval of the September 10, 2019 Youth Committee Minutes

Guttenberg asked for a motion to approve the September 10, 2019 Youth Committee minutes as presented. Eilbes moved to approve the motion as presented. Hands offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Planning Timeline and Recap

Lentz provided an overview of meeting and event initiatives since September 2019 in addition to initiatives for upcoming meetings and events, such as the upcoming Board of Director's meeting on February 25th.

Lentz detailed the September 10, 2019 Youth Committee meeting covered updates on overall program review, youth performance, contract, and service delivery. The Federal Scorecard for Plan Year 2018



Partnerships and pathways for economic growth

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(July 1, 2018 – June 30, 2019) was reviewed in addition to discussion surrounding system design, service volumes for Out-of-School Youth (OSY) & In-School Youth (ISY), and profiles & population diversity.

Lentz noted the September meeting also brought discussion and feedback surrounding the local planning process which included a review on the organization’s vision and goals. Conditions remained consistent and appropriate from the process when it was completed for the 2016 Local Plan.

Agenda Item 4 – Updates on Youth Programs (Youth Apprenticeship & Independent Living)

Lentz mentioned the local Youth Apprenticeship consortium consists of the Dane County School Consortium (DCSC) which covers sixteen districts within Dane County, as well as the Jefferson School District and Madison Metropolitan School District (MMSD), all administered through the Workforce Board of South Central Wisconsin (WDBSCW). Collaboration is required between all entities to write a proposal for the grant and submit to the Department of Workforce Development (DWD) for approval.

Lentz continued explaining the goal of serving 494 youth with 490 already enrolled since July 1st, 2019. 379 employers are engaged with Youth Apprenticeship in our local area with average wage totaling \$10.77 per hour. Dominant industries include health services, agriculture and natural resources, construction, and hospitality with current initiatives focusing in on incorporating manufacturing.

Lentz noted engagements with Independent Living (IL), the vision of leveraging programming to support IL participants engaging in work-based learning opportunities like Youth Apprenticeship. The Request for Proposal (RFP) was released late January and our *Letter of Intent to Apply* has been submitted. Previous proposals scored well and we don’t anticipate significant design changes beyond increasing in scale and requests.

Hands inquired on the effects of wages earned under Youth Apprenticeship in regards to any potential federal minimum wage increases.

Lentz mentioned aggressive competition between employers, specifically surrounding recruitment of talent. An increase in wages paid will not affect the program design as wages are paid from the employers directly. We continue to see wages climb for other youth programs and suspect Youth Apprenticeship to follow suit.

Lentz continued with the Independent Living program which provides assistance to youth aging out of foster care. Lentz introduced Alex Maves, Youth Program Assistant for the WDBSCW, who works directly with participants in the Independent Living program. The IL program covers 15 counties along with the Waukesha-Ozaukee-Washington (WOW) Workforce Development Board and the Southwest Workforce Development Board (SWWDB). Maves has helped to build relationships with Dane County social workers, has engaged with youth at an earlier age, and has increased co-enrollment with WIOA, Youth Apprenticeship, and other program initiatives.

Lentz noted youth development as a critical component of the IL program design includes the maintenance of a Youth Advisory Council (YAC) local to our region. YAC provides youth a leadership opportunity for personal improvement and peer learning. Trainings include safe-sharing and presentations to other youth involved in foster care. The latest team building sessions included creating holiday cards for other youth involved in foster care as well as meal prep suggestions and strategies that aid these participants with social networking.

Lentz highlighted the impact of Maves contributions toward postsecondary education. The IL program leveraged \$19,000 for postsecondary education last year. Her contributions to the program in the prior six months have increased this amount to \$66,000, marking a significant impact in connecting these youth to postsecondary education.

Maves noted membership within YAC as of July 2019 consisted of two-to-three individuals with current membership around seven-to-ten individuals. Upcoming events highlight topics such as cultural competencies, increasing consideration and appeal for the placement of teens for foster parents, a collaboration with the University of Wisconsin-Madison between foster care youth and in-training social workers, and a presentation from a local National Alliance on Mental Illness (NAMI) representative to talk about helpful resources.

Maves expressed that current attendance for YAC between seven-to-ten members has been a crucial part of the success. A local teen leader has been established to help with coordination and provides for more opportunity to be youth-driven. YAC also involves partnerships with community-based organizations (CBOs) in developing workshops once a month that cover a broad range of topics including financial literacy, FAFSA, interview skills, taxes, and literacy skills.

Agenda Item 5 – WIOA Monitoring Reflections

Hall began explaining the monitoring process which covers our internal monitoring of contractors as well as DWD monitoring of the board. DWD monitoring covers WIOA adult, dislocated worker, and youth programs. DWD began their state monitoring as of January 13th and were onsite for four days. This years' monitoring introduced participant and staff surveys as a new approach and provided additional insight to the work performed.

Hall continued briefing upon internal (local) monitoring that was performed between November and December 2019 and covered a broad range of performance and oversight into case file reviews and interviews with contract managers.

Hall noted that state monitoring provided feedback on exceeded outcome levels for Plan Year 2018, increased community collaborations, and a better alignment of resources; programs; and partnerships, providing an increase in quality and performance. WDBSCW continues to be one of the few boards in the state offering the OSY and ISY platforms.

Lentz reminded the board on the funding priority shift in prior years. Under the Workforce Investment Act of 1998 (WIA) funding was prioritized toward ISY participants. The 2014 repeal and replacement of WIA, the Workforce Innovation and Opportunity Act (WIOA), prioritizes OSY. Due to this funding shift, many board areas reduced year-round ISY program offerings, focusing largely on summer program offerings and some offer none at all. WDBSCW continues to focus on active, year-round program offerings for ISY programs as well as blending together ISY and OSY program offerings. In addition, business and industry partners continue to reach out with an interest engaging ISY participants.

Lentz moved into the career services academy design. The STEPS academy introduced last year was created as a foundation blending ISY activity with OSY populations, IL, YA, and engagement with the Department of Vocational Rehabilitation (DVR) as an integrated financial and population platform. The concept involves recurring themes where youth need preparation and/or training, to learn and acquire work readiness skills, continue career exploration activities, and receive preparation to engage in employment or possibly the youth apprenticeship program, or pursuing postsecondary education. The platform is setup in a two-part process.

Lentz stated STEPS academy one focuses in on career exploration, employment preparation, job hunting, and interview skills. STEPS academy two focuses on transition toward independent living, helping with securing housing, knowledge on credit scores, and preparation for future initiatives. Implementing the concept proved to be a challenge and required working around school schedules to find balance. Implementation of STEPS also ran concurrent with the final Middle College cohort.

Lentz noted the staff that helped to build this STEPS academy platform have transitioned to other opportunities. One large cohort was run encompassing CBOs, which provided a better understanding of timing and logistics. There is viability in the structure and with new staff onboard we are able to dig into more deliberate planning, scheduling, and understanding.

Langer requested more detail on lessons learned and future improvements.

Lentz mentioned expectancy for more engagement and serving additional ISY to take advantage of YA, educating staff around the platform took longer than anticipated, the expectation for added cohorts run during the school year attempting to capitalize on the beginning and end of the school year, and added coordination of staff in the delivery model. Our local One-Stop Operator (OSO) helps to coordinate the platform, and interviews for our Program Manager position are underway. Intentional engagements are planned to help with referrals.

Lentz specified the biggest barrier to implementation was timing, specifically reeducating our partners who have had experience on the education-focused (Middle College) platform, making the transition to a design where the integration is based on indirect partners. Schools appreciated Middle College and had hesitations of its absence and the inclusion of STEPS as similar platforms may exist within their processes.

Guttenberg confirmed Middle College worked well in some districts but not others who may already have a similar platform.

Roddy inquired about the uniqueness of STEPS and how it differs from similar offerings.

Lentz mentioned engagement of the population outside of the educational system helps to generate visibility, in addition to the one-on-one support not found within the traditional classroom setting.

Guttenberg noted the launch of the Middle College platform proved to be a challenge just like the new STEPS platform, specifically trying to build the relationship tight enough to have it flow with ease.

Hall added continuous refinement, resource alignment, and involved partnerships are critical for success. Dane County School Consortium (DCSC) continues to be an active partner with our initiatives.

Hall opened up discussion on the recommendation of continuing to sole-source the WIOA ISY contract to DCSC.

Lentz provided the committee with a brief context on the definition of sole-sourcing and the requirements behind it.

Roddy inquired if sole-sourcing to DCSC poses any issues collaborating with the Madison Metropolitan School District (MMSD).

Lentz specified that DCSC will continue to collaborate with MMSD. Memoranda of Understanding provide the conduit for collaboration and information-sharing and is in development with MMSD.

Hall continued with OSY program monitoring reflections specific to Dane County. The Employment and Training Association (ETA) provides two Career Services Specialist staff and Operation Fresh Start (OFS) provides one Resource Specialist under our contract for WIOA. Utilizing both of these CBOs provides for better community presence, flexibility with shared resources, and ease of transfers for participation and referral. Collaborations help to support the need to meet youth where they are geographically and developmentally. OSY is an elusive population with significant barriers, providing challenges to keeping connections. Required assessments and documentation also provide challenges which we are working through to help streamline the process.

Lentz added the program has strict eligibility and documentation requirements. The initial Basic Skills Assessment testing can take up to four hours which we are working with the state to reform. Documentation, testing, and paperwork are disincentives for participation and these larger commitments pose a challenge to enrollment.

Lentz noted the labor market environment is influencing staff responsibilities and competencies. To maintain relevance, staff will need a more diverse skillset and provide additional flexibility around engagements.



Lentz provided the recommendation to continue keeping an anchor at the job center and focus on the full spectrum of youth services. This will include continuance to develop various training strategies anchored around career services. Procurement will allow contractors to propose their own staffing structure and not being as prescriptive on the exact amount of staff as in prior procurements.

Hebert requested additional information on strategies utilized to outreach or recruit the youth population.

Lentz mentioned engagement requires being deliberate on program offerings and maintaining relevance to their future. Instead of generalized communications requesting attendance, communicating on the specifics of what is being offered and the benefits to them help to capture their attention better. Using community and business partners as the attraction has demonstrated effectiveness.

Hall noted eight STEPS youth attended a recent WDBSCW event and were engaged with businesses for direct employment.

Klein mentioned individual engagement (one-on-one) with potential candidates proved to be beneficial in the hiring process and noted willingness to perform similar collaborations in the future. Lentz added that the validation from businesses and employers builds a powerful message and builds confidence.

Roddy emphasized the need for employers to captivate on what employees are looking for. It enables the employer to be more forward thinking during this economic period. Worker shortage shares similar aspects to marketing, requiring creativity while attracting specific talent.

Hernandez inquired on the age requirements for participation within the WIOA OSY program.

Lentz specified WIOA OSY eligibility requirements are dependent upon educational attainment. Most are not younger than 17 or older than age 24 at the time of enrollment.

Hernandez explained collaborations with Briarpatch Youth Services, connecting students who are aging into adulthood with multiple resources ranging from housing assistance to counseling services, and inquired on agencies and frequency in determining lost OSY.

Lentz noted an association with the Youth Employment Network (YEN) which is comprised of CBOs who receive grant funding and are targeted to this purpose. Program staff and our area OSO are involved with the network connection to the anchor partnership. The STEPS Academy is built around networking and integration with deliberate outreach, relevant to the population to attain engagement and supports the reinforcement and need for flexibility around the OSY population.

Hernandez described meeting with United Way setting up the Opportunity Youth Coalition which focuses on creating mentoring programs for youth who are not attending school.



Maves confirmed WDBSCW involvement with the initiative and provided context with the connection.

Lentz opened the floor up for discussion around the recommendation, upcoming procurement, and interests of membership for the Procurement Committee.

Hall continued with a reflection on the Resource Specialist positions outside of Dane County. Community Action Coalition For South Central Wisconsin (CACSCW) provides one Resource Specialist position and Central Wisconsin Community Action Council (CWCAC) provides another Resource Specialist position. The Resource Specialists are contracted to provide services to WIOA OSY participants in addition to providing Independent Living services to foster care youth. These positions provide great engagement with the job center team and highlight the importance of continued engagements and partnerships.

Hall provided the recommendation to exercise the sole source option to renew investment with CACSCW and CWCAC covering the regional youth platform. Lentz reminded the committee the positions are partially-funded through Independent Living and WIOA grants.

Hall continued with a reflection on the Training Navigator positions. Madison Area Technical College (MATC) provides two Training Navigator positions and Moraine Park Technical College (MPTC) provides one Training Navigator position. The technical colleges help serve as community anchors for the region where job centers are not directly accessible.

Lentz noted MPTC has expressed interest continuing as a service provider for the WIOA OSY program. MATC has expressed they are no longer interested in providing WIOA OSY services. As such, we will look into expanding the capacity of CACSCW and CWCAC to help serve the OSY population outside of Dane County.

Lentz provided the recommendation to exercise the sole source option to renew investment with the Training Navigator with MPTC.

Agenda Item 6 – WIOA Procurement and Contracting Recommendations

Guttenberg requested motions for each of the recommendations.

1. Continue to sole-source In-School Youth funds to Dane County School Consortium contract to support the Career Services Academy design. Langer moved to approve the motion as presented. Hands offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

2. Issue procurement for Out-of-School Youth in Dane County. White Eagle moved to approve the motion as presented. Pollard offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

3. Continue to sole-source Out-of-School Youth funds for the Training Navigator position with Moraine Park Technical College. Korth moved to approve the motion as presented. Klein offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. Pollard abstained.

4. Continue to sole-source Out-of-School Youth funds for the Resource Specialists contracts with Community Action Coalition For South Central Wisconsin and Central Wisconsin Community Action Council. Eilbes moved to approve the motion as presented. Klein offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion. Hebert abstained.

Agenda Item 7 – Adjournment

Lentz provided the committee with upcoming initiatives and future meeting timelines. The WIOA adult and youth system procurement announcements will go out in March 2020 with submissions due back in April. Procurement recommendations will be communicated to the Board of Directors in May with subsequent contracts implemented in July. The May 13th Board of Director’s meeting will also cover local plan initiatives with the submission due to DWD by May 15th.

With no additional business for the committee, Guttenberg motioned to adjourn at 12:57 p.m.

Adjourned: 10:31 a.m.

Respectfully Submitted:

Elizabeth Roddy
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachments for Board Records:

- Minutes from September 10, 2019
- Youth PowerPoint