



Youth Committee Meeting Minutes

**Friday, April 7, 2017
8:30 a.m. to 10:30 a.m.**

**Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704**

Members Present: Randy Guttenberg, Chair; Laura Cataldo, Francis Langer, Nick Lampone, Melissa Montey

Staff Present: Pat Schramm, Seth Lentz, Tia Rice, Kim Larson, Erin Bechen

Via Phone: Brian Pulford

Guests Present: Lisa Hollmen, Aliana Ehlers, Matthew Behringer

Youth Apprenticeship Staff Present: Josh Fassel, Cyndy Sandberg, Sherrie Stuessey

Agenda Item 1 - Welcome & Introductions

Guttenberg called the meeting to order at 8:34 a.m. and noted a quorum was present. Guttenberg welcomed everyone and everyone introduced themselves.

Agenda Item 2 - Review & Approval of the February 15, 2017 Meeting Minutes

Guttenberg asked for a motion to approve the minutes of the February 15, 2017 Youth Committee meeting as presented. Cataldo moved to approve the minutes as presented. Langer offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 - Update on Youth Apprenticeship Program and Pending Grant Application to the State of Wisconsin for July 1, 2017 through June 30, 2018

Schramm reported on the Youth Apprenticeship (YA) updates. She directed members to the summary of the YA results as of April 6, 2017.

Students enrolled for the 16/17 Program Year (combination of 1 and 2 year students)	375
Students enrolled for the 16/17 Program Year (combination of 1 and 2 year students)	280
Dane County Schools:	159
Jefferson Schools:	88
Madison Metropolitan Schools:	33

Students expected to be offered jobs by at least one employer who provided YA employment	49 of 56 = 87.5%
Students entering post-secondary education	31
Students entering registered apprenticeships	2
Students graduating seniors in 15/16 who completed level 1 or 2 YA certificates and expected to be offered employment in the occupation that they trained Note: Data not available for 2016/2017	178 of 233 = 76.3%
YA who have completed or are expected to graduate from high school in 16/17	233

She shared that we submitted the 2017-2018 YA application yesterday. The application is for 399 students. She stated that part of that grant includes a Steering Committee of people who represent industry associations. We have identify and confirmed 50% of the people to advise the YA program (2 face to face, 2 conference call meetings). The Youth Committee will serve as the advisory.

Agenda Item 4 – Discussion and Recommendations for Youth Services both In School and Out of School for PY17 (July 1, 2017 through June 30, 2018)

Schramm reminded the Committee that the Board runs a procurement every 2 years. We did that in February 2015. She noted that Out of School Youth (OSY) are those who have dropped out of high school or graduates from high school that don't have a plan. In School Youth (ISY) are economically disadvantage, disabled or a family of one.

She stated that OSY was so new that we asked the Board to do a procurement. The goal of the procurement was to: 1) design a program, 2) prototype it and 3) contract July 1, 2016 – June 30, 2017. The Board gave us permission to do this in December.

We are proposing a service scale that we haven't been able to achieve but we need to accomplish this year. We need to set up quarterly goals, etc.

Schramm directed members to page 1 of the handout which is the recommendation in summary for adoption. Pages 2-9 is the detail behind the recommendation.

Dane County School Consortium (DCSC) – Middle College

DCSC represents 16 school districts in the county. DCSC offers staff support to students enrolled in the WIOA funded In-School Youth Program, Middle College. DCSC provides a Transition Coordinator whose responsibilities include: outreach and recruitment to bring class in, support the class, employability instruction. This position helps to develop internships. When people finish Middle College, they assist with follow up. Also, if someone drops out of MC, they stay with that person to assist with their needs.

Recommendation

Middle College Staff Support

- \$72,122
- To enroll a minimum of 60 students

Dane County School Consortium – OSY

DCSC will employ one (1) Recruitment staff who will provide outreach primarily focused on young people who have dropped out or graduated from the 16 Dane County School Districts without a clear career plan. The Recruitment staff member will assure that students targeted to be enrollment are eligible for the Out-of-School Youth program.

The organization will also employ two (2) Transition Coordinators. The Transition Coordinators will triage youth who have been recruited to determine if they are appropriate for the DCSC services or a referral to another WIOA program partner or community partner. Schramm noted that over half of the people will get referred to other programs.

Guttenberg asked if these were proposals that came in. Schramm shared that we are not in procurement so they are the extensions of the current contracts. We will go to procurement in December 2017.

Catalo asked if the previous recommendation have a minimum number to enroll. Schramm shared that it didn't so we are asking them to reach to minimums. If they don't reach that goal - we will sweep personnel and costs out.

Recommendation

Out of School Youth Program

- \$240,878
- To serve 142 students at an average cost of \$1,696
- Outreach to a minimum of 150 individuals
- Enroll a minimum of 76 individuals
- Refer a minimum of 76 individuals to other programs

Operation Fresh Start

Pathways Programs

Operation Fresh Start will outreach to a minimum of 76 youth for Pathways cohorts and will enroll 48 of these participants into WIOA youth programs. Cohorts and WIOA enrollment goals are as follows:

Forty-eight (48) youth will work towards their high school diplomas, learn job skills, and develop career goals through community services. Community service is accomplished through the youth building affordable housing and doing extensive conservation work in and around Dane County. The program's goal for each individual to become a successful, independent adult.

The organization will employ one (1) Pathways Transition Coordinator serve as a primary adult mentor throughout the participant's Pathways program engagement.

STRIVE

Operation Fresh Start will recruit a minimum of 51 youth for its STRIVE program cohorts and enroll a minimum of 32 students (at an average cost to serve of \$3,162) into the STRIVE program with co-enrollment into WIOA. STRIVE programming is for youth graduating high school without a transition plan. STRIVE targets recent high school graduates between the ages of 17 and 21 who do not have a plan for a post-secondary education or sustainable employment. STRIVE is an eight-

week, in-depth construction/conservation career track built on a cohort model. The tracks may include building houses followed by continued support in career-specific training.

Cataldo asked why OFS's fringe and non-personnel costs are so much higher. Schramm shared that every organization is different.

Recommendation

Out of School Youth Programs

- \$291,159
- Outreach to a minimum of 131 individuals
- To enroll a minimum 80 students

Resource Specialist (RS)

The Resource Specialist will be available to provide youth appropriate services and referrals. This can include assistance in determining eligibility for specific state and federally-assisted programs; facilitation in the connection of youth to emergency housing, health and safety partners, and advocacy for additional community resources based on current and future need; connecting youth to supportive services (i.e., vocational rehabilitation, mental and behavioral health); and, the provision of access to financial resources for food, transportation and other emergency needs.

OFS is employee of record but the RS serves all of the WIOA contracts.

Recommendation

Resource Specialist

- \$77,931
- To serve a minimum of 150 individuals

Madison College

Youth Training Navigators

The Youth Training Navigators will be deployed to both the Urban and rural Madison College campuses. The Urban Training Navigator is responsible for the delivery of WIOA program services to customers' whose primary need or goal is long-term training (greater than one semester). The Rural Training Navigators will support students in short- and long-term training.

The Training Navigators will provide the full spectrum of WIOA Career Services (individualized) and support the facilitation and alignment of WIOA resources to support those engaged in training services.

We are asking to increase Madison College Training Navigators outside of Dane County.

Recommendation

Youth Training Navigators

- \$188,809
- To serve a minimum of 155 individuals at an average cost to serve of \$1,222
- 1 FTE Training Navigator to serve Dane County (Urban)
- 1.5 FTE Training Navigator to serve Columbia, Jefferson, Marquette and Sauk counties (Rural - east and northern region)

Madison College Instruction

Middle College is designed to support a technical college education engagement for high school students outside of, or beyond, the traditional secondary school setting. The Middle College design is geared toward continuing high school seniors who are in good credit standing and seeking to accelerate their education and training while still in high school. Youth will receive dual credit recognized by both the high school and the technical college, thus placing youth in a path to complete their high school diploma requirements, earn up to 25 technical college credits (combination of degree and non-degree credits), and gain valuable industry related work experience. Madison College faculty provide the technical instruction for Middle College.

Middle College is currently offering cohort course work in the industries of culinary, healthcare and manufacturing.

Recommendation

Instructional Contract for Middle College

- \$128,716
- To enroll a maximum of 64 students at an average cost to serve of \$2,011

Madison College - Gateway

The Gateway to College program design is built around a learning community of 20-25 students who take all of their first term courses together in preparation for becoming independent college students on a Madison College campus.

Gateway to College does not serve students who are doing well in high school and want to make an early transition to college. Gateway to College works exclusively with students who have not experienced success in a traditional high school.

Recommendation

Instructional Contract for Gateway to College

- \$56,000
- To support 8 program slots annually at \$7,000 per slot

Additional Resources

Schramm shared that these are the funds lists on the budget spreadsheet at the very bottom.

Resource	Amount (\$)
Training Costs for Academies/Pre-apprenticeships	\$75,000
Individual Training Accounts - Tuition	\$75,000
Support Services - Out of School	\$159,174
Work Experience - Out of School	\$162,000
On the Job Training - Out of School	\$50,000

Schramm noted that all funds, except Resource Specialists, are funds that the Board holds and they are granted to individual people. This is part of the Reservation process at the Board. We issue contracts to whoever is directly responsible for the item (i.e. Fleet Farm for boots).

Resource Specialist

Recommendation

- \$75,000
- To serve a minimum of 100 youth
- To provide resource services and referrals outside of Dane County

Schramm stated that we are going to make an attempt to subcontract the Resource Specialist outside of Dane. If we can't find someone, the Board can do this work internally. If that would need to happen, the Executive Committee will approve this request.

Schramm made note to the full recommendation that Dane County Schools Consortium, Operation Fresh Start and the Madison College Training Navigators all include "Support Staff". These **positions** may be full-time or part-time positions to support each of the professional staff categories. The staffing ratio is generally .5 FTE support staff to two (2) professional staff. The Support Staff will *not* provide the full spectrum of WIOA program services but will focus on providing essential support to allow the professional staff additional time to address direct participant services.

Guttenberg asked if the contractors have seen these recommendations. Schramm shared no but most of them are similar to last year. Schramm shared the minimum numbers are their goals now. We didn't have outreach numbers before so we added those.

He asked what happens if a contractor doesn't believe they can attain those numbers. Schramm shared that this is a maximum. We can negotiate those down. For the scale and the money – these numbers should be attainable.

If there are vacancy in personnel, we will decrease contracts because then the goals may not be attainable.

The funds that are pulled back are put into other supports or carry in for the following year.

We are looking at all of this data quarterly and we monitor the reservation system frequently. Schramm shared that we are very conservative about the money we are expected to receive/allocation. We are expected a 10% reduction in allocation. If we receive new money, we will bring that back to the Committee.

Schramm added that under WIOA, we have an opportunity to do pre-Apprenticeship. Biotech, IT, health care, etc. We will have an opportunity to work with community partners with pre-apprenticeship curriculum. I.e. Foundations for the Trades, Certified Medical Assistant, etc.

MOTION: Guttenberg asked for a motion to approve all of the recommendations as presented. Motion to approve the recommendation as presented. Cataldo moved to approve the motion as presented. Pulford offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 5 - Adjournment

With no additional business for the Committee, Guttenberg moved to adjourn at 9:14 a.m.

Adjourned: 9:14 a.m.

Respectfully Submitted:

Brian Pulford
Board Secretary
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Draft Minutes from February 15, 2017
- Recommendation Summary
- Recommendation Detail