

# State Workforce Innovation Board



## Youth Services Committee GoTo Meeting

2:00–4:00 p.m.

Walt Sullivan Building-2<sup>nd</sup> Floor Conference Room

Helena, Montana

Wednesday, January 6, 2016

**BOARD MEMBERS PRESENT:** Bill Hunt (Chair); Anna Doran; Jim Marks (Designee for Director Richard Opper); Representative Vince Ricci; Senator Cary Smith;

**AD HOC MEMBERS PRESENT:** Curtis Biggs and John Danielson

**BOARD MEMBERS ABSENT:** Jasyn Harrington and Billie Lee

**STAFF:** Greg Cano and Casey Schreiner

**GUESTS:** Margaret Bowles, Connie Kinsey, Erica Swanson, Pam Watson and Tanner Woodward

### Call To Order/Roll Call

Chair Bill Hunt called the meeting to order at 2:03 p.m.

#### Roll call

Greg Cano conducted roll call and established a quorum.

#### Agenda

Chair Hunt asked for a motion to approve the agenda. Ms. Doran made the motion to approve the agenda. Representative Ricci seconded the motion. The motion carried.

#### Minutes

Chair Hunt asked for a motion to approve the meeting minutes from October 28, 2015. Mr. Marks moved to approve the minutes and Mr. Danielson seconded. The motion carried.

### Reports

Erica Swanson, Jobs for Montana's Graduates Coordinator, provided the committee with a program update and introduced the inception of the JMG Teacher Advisory Subcommittee. The Ignite Montana Conference is April 27-28, 2016 in Billings, Montana. The purpose of the JMG Teacher Advisory Subcommittee is to give participating teachers a voice in the program. The committee will be a subcommittee of the SWIB Youth Services Committee. A total of 5 teachers

from each JMG region throughout the state will be selected through an application process. Teachers will be introduced to this Subcommittee and applications will be provided to them February 9-10, 2016 during their Winter Training. Tentatively, applications would be submitted by March 10, 2016. The Subcommittee would meet quarterly and make recommendations to the Youth Services Committee on behalf of Jobs for Montana's Graduates.

Mr. Schreiner outlined the structure of the JMG Teacher Advisory Subcommittee to the Youth Services committee. Mr. Schreiner clarified that the selected teachers would be Ad-Hoc members of the JMG Teacher Advisory Subcommittee. A number of members from the Youth Services Committee would serve on this committee with those teachers. The Subcommittee would report back to the Youth Services Committee regarding JMG business. The Youth Services Committee would take major JMG recommendations to the Full SWIB Board. Chair Crum-the Chair of the full SWIB, would make the appointment of the teachers as Ad-Hoc members to this committee. Current members of the Youth Services Committee can volunteer to serve on this Subcommittee along with the teachers.

Chair Hunt asked if any current members of the Youth Services Committee would like to volunteer to serve on the JMG Teacher Advisory Subcommittee. Ms. Doran, Mr. Danielson and Mr. Biggs volunteered.

Curtis Biggs, former Director of Distance Delivery for HealthCARE Montana, reported updates regarding the Success Skills Project. He recently reviewed the first draft of three phases for the Soft Skills Training Modules. There will be a total of 7 modules. They will be 40-80 minutes in length. Healthcare is the main focus with hope of other occupations being considered. The CNA, specifically, is the sector in focus. The seven topics noted are: An introduction module reviewing the 7 modules, organization and time management, professionalism and dependability, critical thinking and problem solving, communication, leadership, and a closing module which includes a financial literacy piece. It will be a self-paced, online program. They are working with Head master-which has created assessment tools in the healthcare field and beyond. The first draft of Module 1-the incorporation of all modules is completed. Mr. Biggs wants to present the final draft to the Youth Services Committee for review. Ms. Doran will review the initial draft and give feedback; as she is an employer of youth. Mr. Biggs also called out for other committee volunteers of the committee to review the initial draft. Mr. Biggs would like to present the completed draft of the first module in the near future.

## **New Business**

Connie Kinsey, Program Manager from the State WIOA unit, reported the Additional Assistance Policy to the committee. The Additional Assistance Policy provides definitions/requirements for WIOA youth requiring additional assistance to complete an educational program or to secure and hold employment. After the presentation and discussion, Ms. Kinsey asked the committee to consider the removal of the list of characteristics required in the definition of the youth. The

characteristics accompany the two other eligibility definition requirements: completing an educational program and securing and holding employment. All three are eligibility requirements for Out of School Youth and In-School Youth according to current WIOA policy. Reasons for removal are that the characteristics are inclusive in either definition of Out-of-School and In-School Youth per WIOA law, so it is redundant. Another reason is that the characteristics can limit the number of youth served if they can't document criteria in all three categories. Finally, the characteristics list was added years ago as a way to include youth who may not have been included at the time-hence; the Shared Youth Vision. As of now, the characteristics are embedded in the definitions or classified as barriers and no longer need to be addressed. A motion was made to approve the Additional Assistance Policy as presented by Representative Ricci. Before the motion was seconded, clarification was requested by Mr. Danielson regarding a motion that would strike the addition of the characteristics. This required further discussion and as a result, a substitute motion was made by Mr. Danielson to approve the Additional Assistance Policy with the removal of the characteristics section per discussion. Ms. Doran seconded the motion. The motion passed. Mr. Schreiner recommended that since a policy change was made, a roll call vote would be appropriate to ensure that a quorum was still present via online and/or telephone participation. Mr. Cano took a roll call vote and the motion passed unanimously. The Additional Assistance Policy document can be viewed here: [WIA Definition of Youth Requiring Additional Assistance](#)

Ms. Kinsey next presented the Draft WIOA State Plan Review-Youth Program Activities Section. No informal recommendations were made by committee members throughout the presentation. The committee members will have the opportunity to review the Plan in its entirety at their next meeting. Formal action as a committee will then be taken on the Plan as a whole. The Draft WIOA State Plan Review-Youth Program Activities Section can be viewed here: [Draft Youth State Plans Sections](#).

## **Announcements**

Chair Hunt announced that the next Youth Services Committee meeting date needs be determined. Mr. Schreiner recommended that a short meeting be set in early February. Staff will contact members regarding meeting dates in the near future. As soon as the State Plan goes out for public comment, Mr. Schreiner will contact SWIB members and ask for their review of the plan.

## **Adjournment**

Chair Hunt asked for a motion to adjourn. Representative Ricci made the motion to adjourn and Mr. Marks seconded the motion. The motion carried. The meeting was adjourned at 3:25 pm.