

State Workforce Investment Board Youth Council

December 14, 2011
State Capitol, Room 137

Council Members Present: Margaret Bowles- Vice Chair, Marcie Buster, Linda Cleatus, Curt Campbell, Dan Dolan, Karen Duncan, Jake Gustin

Council Members Absent: Marty Coppins - Chair, Jim McDonald, and Tescha Hawley

Guests: Rhonda Huseby, Michelle Marsh, Carol Hanel, Connie Kinsey, John Danielson, Leslie DeWitt, Cherelee Martin, Michelle Robinson, Barb Perzinski, Lisa Newman, Deane Shillso, Stephanie Grey, David Morey, and Gary Wright.

Staff: Leisa Smith, Kali Wicks and Adrienne Piccono

I. Welcome and Introduction

Ms. Piccono conducted roll call. A quorum was present. Ms. Piccono went over housekeeping and noted that the meeting was going to be recorded for the accuracy of the minutes. Chair Coppins was unable to attend and appointed Vice Chair Bowles as Interim Chair prior to the meeting. Vice Chair Bowles stated that the meeting will be conducted under Robert's Rules of Order. Agenda was approved by consensus. Dan Dolan motioned to approve the Minutes from September 23, 2010 and March 10, 2011. Marcella Buster provided a second. Minutes were approved by the Council.

II. GED Initiative Update

Caley Murphy, a Carroll College Intern with OPI assisting with the Statewide Future ForGED Initiative was unable to present. Vice Chair Bowles, her supervisor gave Caley's presentation on what has been done and what the Initiative's next steps will be. The Future ForGED PowerPoint presentation is available online at: www.montanagednow.mt.gov

Council members inquired as to the partners identified in the presentation and felt the ABE partners were clearly shown but did not see an inclusion of the WIA youth partners, such as Job Corps, Montana Youth Challenge, and Youth Probation. Vice Chair Bowles explained that a large list of youth agencies received materials during the first phase or "soft launch". Partners who already received information in the identified seven counties will be the local points of contact. The goals with the partners listed on the PowerPoint are examples of additional partners that can be contacted by the newly identified local points of contact. The materials are posted and can be adapted by other areas but for the time constraints with Caley only seven areas were identified to pilot.

Concerns arose regarding how to access a dropout once they have left the education system. Vice Chair Bowles stated the level of support and comfort of releasing some of this data/ information is dependent on local school districts but is not in the scope of the Future ForGED campaign

Council members requested information regarding the points of contacts in the 7 identified areas and the schedules of events in those area so Council members can attend, recruit, and assist with other supports. Mr. Dolan stated he had contacted his local Town Pump last December and they expressed interest in providing a contribution once the video campaign was under way. Vice Chair Bowles will get the list of contacts to the council members.

The Council voiced agreement that it would be good to get the CMT's involved. Vice Chair Bowles went on the mention the urgency of this initiative is also due to the dramatic changes to the GED that is expected to occur in 2014. GED testing transitioned from a non-profit to a for-profit last spring. Changes will include computerized testing with paper/pencil options no longer available, and a significant price increase from \$55 to \$125 dollars, or higher. In addition, there are five tests to the full battery and any partial scores will be eliminated, meaning the student will have to take the whole battery over. Rigor is going to be ratcheted up considerably and aligned with the national Common Core Standards.

III. WIA Youth Program and Funding Review

Connie Kinsey, WIA Youth Program Manager with the Bureau of Statewide Programs and Oversight provided a WIA Title IB Youth Employment & Training Program overview. Ms Kinsey displayed a number of maps identifying where the current youth providers are located throughout the State. Also included was a map outlining Montana's local workforce areas: Balance of State (BOS) and Concentrated Employment Program Areas (CEP) along with MACo district maps. Ms Kinsey provided a funding review and explained how the monies are allocated from US DOL down to the State and then down to the local service delivery areas. State and local allocations are based on a formula. Ms Kinsey returned to the MACo map to show the funding allocations to the two service delivery area of CEP receiving 15.2% and 84.2% funding went to the BOS. Michelle Marsh, Fiscal Officer with the Department of Labor, Workforce Services Division reviewed the last five years of funding which has been fairly consistent but the State did see a decrease this year and expect one for next year. This is due to the economic downturn that has recently occurred.

IV. WIA Youth RFP Process & Review

Ms Kinsey reviewed the RFP procurement requirements purpose and action required per the Department of Administration (DOA) for securing WIA Youth Program Providers, along with an outline of timelines, responsibilities of the required entities, tentative timeline for posting, securing and addressing questions, scoring, final approval, and issuing of contracts by July 1, 2012. Ms Kinsey reviewed the RFP Boilerplate **which outlines Instructions, RFP Standard Information, Project Specifications or Scope of Service, Offeror Qualifications, Cost Proposals, Evaluation Process, Standard Terms and Conditions, Contracts, , Required Forms, Process, and Proposed Timelines.**

V. RFP Criteria and Scoring

After the break the Council reconvened for the review and discussion pertaining to the required criteria, offeror qualifications, scoring, optional criteria, attachments, process elements, and evaluation and scoring.

The following are the proposed changes the Council will recommend to the SWIB for final action.

1. Add "Youth Offender" language in the work plan
2. Demonstrated Effectiveness Performance/Program Evaluation – From %5 to 10%
3. Work Plan & Method of Providing Services & Activities – From 45% to 40%
4. Adjust Point Breakout Accordingly

5. Add New Language to Scope of Service; Include Sector Strategies, Career Pathways, etc.
6. Criteria, #3. Change “Copy of one stop Consortium Agreement attached to proposal submitted by members of a Certified One-Stop” to “Letter of Support from Certified One-Stop”
7. Criteria, #4. Add CMT Involvement Letter, Pass/Fail

Ms. Buster made a motion to approve the RFP recommended changes, Dan Dolan seconded.

Linda Cleatus and Curt Campbell abstained.

VI. Council Membership and Review

Next on the agenda was the need for the Council to review its membership. Several members have retired, been unable to serve due to professional constraints, or have move on to other positions unaffiliated with youth. Chair Copps would like to see a broad spectrum from around the state. The Council discussed specific agencies or entities who could lend an important voice while not making the size of the Council unwieldy. The Council also debated the logistics of a youth service program. The Council felt that to date bringing in specific program youth for specific projects was a more effective use of their time i.e., there were 500 Future ForGED surveys completed by youth enrolled in Job Corp, Adult Basic Education and Corrections. The campaign design down to the colors, fonts and marketing tools were developed by this youth participation approach. In addition the two focus groups brought in GED recipients to tell their story and additional GED recipients have been contacts for the on-going work in the seven pilot areas. The use of successful program alumni can be a very powerful motivator. The use of technology such as Skype, GoTo Meetings, and teleconferencing is also a way to get youth involved.

The following areas of representation were prioritized and some names were suggested by the Council and Public. Staff will work on having new appointments presented to SWIB in January. Priority List in order of preference recommendation

1. Tribal
2. Foster Care
3. Higher Ed
4. MT Conservation Corp
5. Housing

There was a motion to approve from Karen Duncan and there was a second from Dan Dolan. Motion carried.

V11. New Business

The next meeting will be held in April or May concerning the RFP, program funding, WIA Reauthorization, Youth 6th Barrier review, Future ForGED updates and next steps.

Vice Chair Bowles stated that the Future ForGED presentation would be going to the full Board in January and would be presented by Caley Murphy.

Vice Chair Bowles adjourned the meeting at 11:15 a.m.

