

Governor's State Workforce Investment Board Youth Council

**Career Transitions Inc., 20900 East Frontage Road, Belgrade, MT
November 16, 2007**

MINUTES

COUNCIL MEMBERS PRESENT: Gail Richardson, Chair; Curt Campbell; Dan Dolan; Sara Fox; Jake Gustin; James McDonald; Warren Means; and Mike Nephew.

COUNCIL MEMBERS ABSENT: Marcy Buster; Tescha Hawley; and James Patelis.

STAFF: Danielle Nettleton; Leisa Smith and Connie Kinsey (advisory).

GUESTS: Drea Brown; Lisa Newman; Sheila Hogan; Daphne Herling; and Stephanie Gray.

I. Welcome and Introductions

Chairperson Gail Richardson called the meeting to order at 9:15 a.m. She welcomed staff, council members, and guests.

- **Roll Call, Housekeeping, New Documents**

Danielle Nettleton conducted roll call, addressed house keeping items, and reviewed the meeting documents presented. Chair Richardson explained that the council conducts business under Roberts Rules of Order. She stated she would relax Roberts Rules of Order to allow informal discussion among members. She reminded council members to please state their name clearly when speaking for the accuracy of the minutes.

- **Agenda**

Chair Richardson asked if there were any changes to the Agenda. The agenda was approved as presented by consensus.

- **Meeting Minutes – October 20, 2006**

Chair Richardson asked if there were any changes to the October 20, 2006 minutes. With no changes presented the minutes were approved by consensus.

II. Mission, Goals, and Duties

The councils Mission, Goals, and Duties were reviewed. The review was to refresh council members and discuss if there was any need for changes or updates. No Changes or Updates were suggested at this time

III. Reports and Information

Leisa Smith reviewed the WIA Annual Status Report, showing the different demographics of youth served through the WIA program in both the Balance of State (BOS) and the Concentrated Employment Program (CEP) areas. Chair Richardson asked about the disparity of low income levels between the BOS and CEP. Ms. Smith informed the council CEP represents an area with high levels of unemployment. Discussion occurred among members regarding the Test of Adult Basic Education (TABE) utilized to provide a snapshot of an individual's competencies in math and reading. Concerns were raised regarding the length of time spent administering the test, especially in rural areas where travel time to test one or two potential customers in rural outreach areas on limited resources was a concern. There was also an expression of concern for the fairness of testing students who are mentally disabled with elementary skill levels. Sara Fox reported that her local office in Billings uses a computer program to administer the test.

The question was raised about more TABE training for new case managers. Connie explained that the 2006 TABE certification training for WIA service providers was funded with a portion of the WIA incentives provided to OPI, OCHE and DLI by USDOL. Those funds were expended in PY2006 and are not available for more TABE certification training. Jake said that OPI would be providing TABE certification to ABE Directors and Connie said she would contact the ABE Director for more details.

Connie Kinsey reviewed several handouts: The current list of Youth WIA providers who were selected through the Request for Proposal (RFP) process last spring, She reported there were 12 applications submitted and 10 were granted; She reviewed the Program Year 2007 (PY2007) WIA Youth Funding handout, reviewing funding amounts for each provider, the number of individuals they intended to serve, and the actual participants served; In addition, she informed the council the carry forward funding shown on the WIA Youth Carry Forward Funding handout is left over funding from PY2005 and will be distributed among Youth providers in the near future. Concerns were raised regarding unused funds by Youth providers. Ms. Kinsey clarified the carry forward funding comes from all areas of WIA funding, not the individual service provider's funding; Ms. Kinsey reported the state did not meet the 80% negotiated level for the older youth employment and credential performance measure based on exit information; disqualifying the state to receive incentive dollars based on PY2006 performance. Many program operators stated older youth are hard to track and are often transient— researching this issue was discussed as a possible project;

In April 2007 the WIA program submitted a waiver and received permission to stop tracking the nine federally negotiated performance measures distinctive to older youth and younger youth and track only the [Common Measures \(Placement in Employment and/or Education and Attainment of a degree or certificate for both in-school and out-of-school youth, and Literacy and Numeracy gains for out-of-school youth only\)](#). The program is no longer required to track and report customer satisfaction levels to the United States Department of Labor (USDOL), but the Bureau is planning to continue tracking the levels internally and report back to the SWIB; WIA staff performed annual monitoring in Missoula and Billings. No problems were reported and staff will continue to monitor other locations. While monitoring, staff is providing technical assistance with the new MontanaWorks program; and finally Ms. Kinsey reported Marcy Buster and she attended a Youth Shared Vision forum in 2007. Ms. Kinsey provided a brief background of how the Youth Vision Team was established and that the original Youth Vision team's membership comprised staff and members of the local workforce boards, Foster Care, Serious and Violent Youth Offender Program (Dept. of Corrections), Adult Basic Education, DLI, Job Corps, Juvenile Justice (Dept. of Justice). The Youth Vision Team met regularly to work on Montana's vision. The Team presented the vision to the Governor who gave the approval to continue working on a vision for Montana's youth. In 2006, the Governor reorganized Montana's workforce system which resulted in the loss of the local workforce board members and staff. As a result of the reorganization in

addition to other members taking new jobs the Team lost several members. The Team which currently consists of members from WIA youth programs, Foster Care, Serious and Violent Youth Offender, and Job Corps, is actively working on the project which is focusing on the high school dropout/out-of-school youth population. Connie reviewed Montana's initial draft plan discussing tasks the team would like to accomplish in alignment with the Governor's visions. Currently the team is moving forward bringing in different youth representatives from around the state. She welcomed any recommendations from council members on representatives and areas of concern that would be a possible focus for the State Team to consider. Recommendations were made concerning high school dropouts and collaborating with community colleges.

Next Ms. Smith reviewed two presentations on The Cost of Dropping Out: The Effects of High School Drop Out Rate on America's Competiveness, hosted by Workforce One through the USDOL and Setting the Context - 21st Century Global Economy with guest presenter Martin Bean, General Manager of Education Strategy, Products, and Solutions for Microsoft Inc The first report on the cost of dropping out came from the Center for Labor Market Studies from Northeastern University. Their data reviewed and compared levels of educational attainment and hours worked, earnings, poverty and low income, disability problems, death rates, and institutionalization rates The second reports provided information from the Council on Competiveness, America's challenges, competition America is now experiencing from other counties, how workforce needs have evolved and transformed, the role of education and the values and priorities of the Next Generation workforce..

IV. Montana Kids Count

Daphne Herling, Director of Community Resource, Bureau of Business and Economic Research, School of Business Administration, University of Montana presented the 2007 Data Book Montana: Kids Count. Funding is received from The Casey Family Program to produce an annual state profile of child well-being in comparison to national statistics. The report is a collaborative effort to bring together a wide range of organizations interested in, or involved with children and families. The Data Book contains information specific to counties and the state as well as, substance abuse data, American Indian data, demographics and family characteristics, social and economic data, health and health insurance, education, poverty, vital statistics. Ms Herling tailored her presentation to address data around teens and the "at risk youth" subset., The Casey Family Program also produces a national publication discussing different topics each year. The current publication focuses on youth in foster care programs. Sheila Hogan asked Ms. Herling what areas would be helpful when pulling statistics and numbers for at risk youth. Ms. Herling recommended looking at high school dropout rates and or youth who lack a diploma, minorities, low income, Temporary Assistance for Needy Families (TANF) recipients, Office of Public Instruction (OPI) data, and youth who have substance abuse issues.

V. Project Discussion

Ms. Kinsey reviewed a DRAFT Youth Incentives policy for service providers. The idea was developed from providers requesting permission to reward youth for successfully completing a task. Ms. Kinsey took the request to the USDOL and received permission for service providers to provide incentives to youth from their local funding. The USDOL representative encouraged WIA staff to create a policy to provide guidelines. Program providers are not required to provide incentives; the option is available if they wish to utilize it.

Chair Richardson suggested the council update the current list of projects, noting some have been completed while others are ongoing. Ms. Smith encouraged members to also consider projects taking place in their local communities and different entities to involve in youth

discussions. She reviewed the handout of 2006/2007 projects, rearranging topics based on their completion and their need to be continuously reviewed. Ms. Kinsey stated the current WIA law requires 30% of youth funding be used to provide services to out of school, with reauthorization it may increase to 70%. Discussion among council members raised concerns with high school dropout rates. A proposal was made to bring representatives together for discussions on issues around the state and tactics being utilized by different entities to decrease the number of high school dropouts. Stephanie Gray reported the Bozeman One-Stop encourages schools to contact program providers when a youth drops out of school. Smaller schools are more involved when students drop out compared to the larger schools with over 1000 students. Council members were also concerned regarding the role of parents in encouraging children to stay in school. Jim McDonald commented that below average students are at risk to drop out and become involved with substance abuse. Other discussion points included the possibility of council sponsoring a youth forum or sponsoring an event that could highlight women who have shown success in math and science professions as a way to encourage younger women to pursue these industries. Members were encouraged to forward on any additional project and topic ideas, and any guest related to youth programs they would like to invite for future panel presentations Warren Means suggested quarterly meetings and encouraged presentations and panel discussions which would also allow for youth having received services from various programs to share as part of a panel. He encouraged the council identify project and tasks that can move the council forward. Ms. Kinsey offered to share a book about youth councils and the different roles they were initially encouraged to take. Mr. Means suggested staff create an annual report on youth programs for the council to review. Ms. Smith informed the council that staff annually creates the program profiles document; providing a detailed overview of federally funded programs in the workforce development system. Chair Richardson reviewed a copy of the booklet, informing the council that page IV provides a breakout of programs serving adults, youth, and dislocated workers.

VI. Other Business

Mr. Means made a motion to hold quarterly meetings. Ms. Smith reported that action could not be taken without providing public notice prior to the meeting per Montana law. After discussion a tentative date of February 14, 2008 was suggested. Ms. Smith asked council members to notify staff if there were scheduling issues.

VII. Adjourn

With no further comments Chair Richardson adjourned the meeting at 1:31 p.m.