



Upstate Workforce Board Youth Committee Minutes
April 18, 2018
8:30 A.M.
BTC Building – 1st Floor Conference Room

Members Present:

Mr. Curtis Anderson, Chair
Ms. Theresa Perry
Mr. Bill Brasington
Ms. Susan Rogers
Ms. Cherie Pressley

UWB Staff Present:

Ms. Ann Angermeier
Ms. Dana Wood
Mr. Brent Bishop
Ms. Vicki Lawson

Welcome

Mr. Curtis Anderson, Chair, called the meeting to order at 8:30 a.m. and welcomed everyone.

Financial Update

Mr. Brent Bishop reviewed the ACHIEVE and YouthStop program budgets through February 2018. Mr. Bishop stated that both programs are tracking on schedule. Mr. Bishop explained the small modification from the last meeting is not reflected on these financials. The question was asked about why YouthStop does not have indirect costs. Ms. Wood explained that District 6 does not charge indirect costs. She also pointed out that ACHIEVE has an 8% cap on indirect costs.

Work-based Learning

Both programs had expenditures in the month of March related to work-based learning. Currently, our local area is at 15.89%, with 20% being the goal to be reached by June 30, 2018. The question was asked about what CDS means on YouthStop's WBL Salary and Fringes. Ms. Angermeier explained it means Career Development Services.

Youth Program Reports/Dashboards

Ms. Vicki Lawson reviewed the *Dashboards* and *Just in Time/Newsletters* for each program for February 2018. Mr. Brasington requested that the *Dashboards* be uniform and reflect the same data for both programs. Ms. Wood stated that reworking the format of the *Dashboards* can be completed prior to the start of the new program year. The committee agreed that having the same information reported in the same location on the reports would be helpful.

Youth Program Monitoring

Ms. Dana Wood shared that the youth programs were secret shopped for the first time ever. She is awaiting final reports from this, but initial feedback is relatively positive. Once the final reports are received and reviewed, corrective action plans or changes in the programs will be considered.

Proposed PY18 Meeting Schedule

Ms. Vicki Lawson shared that there will not be another youth committee meeting until August 2018. The draft schedule keeps the meetings on Wednesdays. The dates will be emailed to the committee for consideration, and times can be changed. As for location, the committee agreed that rotating the meeting between locations in the community is preferred. Locations will be explored and shared as they become available.

Ms. Lawson stated that as we approach the new program year, she will be focusing on meeting with the current youth programs for ideas the committee can work on. These will include recruiting new community business members and searching for youth-related events, grants and projects for the committee to take on. One of these projects is the Construction Career Fair, with a possible date of the Spring of 2019.

RFP Recommendations

Mr. Curtis Anderson shared that after the review committee met and discussed the three proposals that had been submitted, two of the proposals scored well above the third. ACHIEVE and YouthStop scored significantly higher than Goodwill. There were several items to be negotiated with the youth programs moving forward. The proposed action is to approve the budgets as proposed, but to ensure clear goals are set.

Ms. Cherie Pressley made a motion to approve the review committee's recommendation of funding ACHIEVE and YouthStop for this RFP grant cycle. Ms. Theresa Perry seconded the motion. The motion passed unanimously with no further discussion.

Other Business

Ms. Dana Wood shared with the committee that at the February meeting, it was asked that both ACHIEVE and YouthStop share their additional funding sources and amounts. Since that meeting, Ms. Wood has received this information from each program. Moving forward, the grants will require the programs to share this information in the form of a report. YouthStop currently receives a \$25,000 Community Block Grant. ACHIEVE receives a small grant for counselling services and currently has a grant pending for new vans. The committee suggested that this information be available on the *Dashboards*.

Ms. Theresa Perry asked if the youth programs are participating in the upcoming R.D. Anderson Career Fair. Ms. Wood stated the programs are informed of career fairs and are encouraged to share the information with their participants. Mr. Anderson requested a copy of the career fair flyer be emailed to him.

Adjournment

With no further business or discussion from the floor, the meeting adjourned at 9:53 a.m.

The next meeting will be held August 15, 2018