

## YOUTH OVERSIGHT COMMITTEE

November 20, 2019

8:30 A.M.

COFA Conference Room

**PRESENT:** V. Zeppelin, K. Shanks-Booth, T. Watts, S. Kittel

**EXCUSED:**

**GUEST:** J. Mouillesseaux

**STAFF:** J. Mattick, D. Achilles, S. Alvord

### CALL TO ORDER

Ms. Shanks-Booth called the meeting to order at 8:34 a.m.

### APPROVAL OF MINUTES

It was Moved by Mr. Watts and seconded by Ms. Zeppelin and unanimously adopted by voice vote of members present to approve the minutes of October 22, 2019.

### WIOA YOUTH CONTACTOR QUARTERLY UPDATE

Ms. Mouillesseaux reviewed the Office of Employment and Training's WIOA Youth program report. Ms. Mouillesseaux reported that their enrollments are up significantly, and the Office of Employment and Training staff have been conducting outreach in multiple locations. The WIOA Youth program has 20 new participants since July 1, 2019 and has 35 active participants.

S. Kittel arrived 8:38 a.m.

Ms. Mouillesseaux informed the committee that the Office of Employment and Training is holding monthly workshops for program participants.

Ms. Mouillesseaux left 9:04 a.m.

### WIOA YOUTH EXPENDITURE REPORT

Ms. Mattick reviewed the WIOA youth expenditure report and informed the committee that OET is under expended in staff wage and fringe but that is not unusual for this point in the Program Year due to programs youth staff's focus on SYEP for the first few months in the fiscal year. Ms. Mouillesseaux is now Interim Director and intends to hire an additional project assistant.

### SYEP FINAL REPORT (PARTICIPANTS AND EXPENDITURES)

Ms. Mattick reviewed the SYEP final report that was reported to the state. All expenses for SYEP were reported as of September 30, 2019. Ms. Mattick will report at the next meeting additional information on monitoring reports for participants enrolled in the SYEP.

Mr. Watts left 9:44 a.m.

### MEETING TO REVIEW AND APPROVE WIOA YOUTH RFP RELEASE

The committee has an additional meeting scheduled for December 5, 2019 @ 1:00 p.m. to review and approve the WIOA Youth RFP. This will ensure that the Workforce Development Board can approve the RFP at their December 10, 2019 meeting.

## **DIRECTOR'S UPDATE**

No Report

## **ADJOURNMENT**

Ms. Shanks-Booth adjourned the meeting at 9:54 a.m.

The next meeting is scheduled for Thursday, December 5, 2019 at 1:00 p.m.

**2019 NYS SYEP  
Final Report (Due 10/16/19)**

<b>WDB:</b>	Tompkins County Workforce Development Board
<b>County:</b>	Tompkins County
<b>Contact Person:</b>	Julia Mattick, Director
<b>Telephone:</b>	607-274-7526

<b>Participation Summary</b>	<b>FA or SN-Family</b>	<b>200%</b>	<b>Total</b>
Total Participants in Paid Employment	9	162	171
Total Participants in Educational ONLY Activity	0	0	0

<b>Youth Served</b>	<b>FA or SN-Family</b>	<b>200%</b>	<b>Total</b>
Youth Served at Age 14	3	42	45
Youth Served at Age 15	4	60	64
Youth Served at Age 16	1	25	26
Youth Served at Age 17		21	21
Youth Served at Age 18		11	11
Youth Served at Age 19	1	3	4
Youth Served at Age 20			
<b>Total Youth Served</b>	<b>9</b>	<b>162</b>	<b>171</b>

<b>School Status</b>	<b>FA or SN-Family</b>	<b>200%</b>	<b>Total</b>
In School Youth	7	157	164
Out of School Youth	2	5	7
<b>Total</b>	<b>9</b>	<b>162</b>	<b>171</b>

<b>Participant Characteristics</b>	<b>FA or SN-Family</b>	<b>200%</b>	<b>Total</b>
Male	4	85	89
Female	5	75	80
Neither/Other		2	2
<b>Total</b>	<b>9</b>	<b>162</b>	<b>171</b>

<b>Ethnicity</b>	<b>FA or SN-Family</b>	<b>200%</b>	<b>Total</b>
White	1	74	75
Black	1	55	56
Hispanic		8	8
Asian	1	5	6
American Indian		3	3
Pacific Islander			
Other	6	17	23
<b>Total</b>	<b>9</b>	<b>162</b>	<b>171</b>

<b>Target Groups</b>	<b>FA or SN-Family</b>	<b>200%</b>	<b>Total</b>
Foster Care		4	4
Homeless/Runaway Youth		1	1
Youth with a Disability	1	55	56
Juvenile Justice/Criminal Justice		11	11

Participants Served by Zip Code - See Attached Chart

Note: For multi-county WDBs, a separate final report must be submitted for each individual county served.

2020 SYEP RFP Timeline		2020 WIOA Youth RFP	
SYEP RFP Developed	December 2019/January 2020	WIOA Youth RFP Developed	October/November 2019
Youth Oversight Committee Approval to Release RFP	January 15, 2020	Youth Oversight Committee Approval to Release RFP	December , 2019 (meeting date change?)
WDB Approval to Release RFP	February 4, 2020 (exec)	WDB Approval to Release RFP	December 10, 2019
RFP Release	February 4, 2020	RFP Release	December 13, 2019
Proposals Due	March 11, 2020	Proposals Due	January 30, 2020
Youth Oversight Committee Meets to Review Proposals	March 13 (extra meeting) & 18, 2020	Youth Oversight Committee Meets to Review Proposals	February 5 & 12, 2020 (extra meetings)- (cancel Feb. 19 mtg.)
Youth Oversight Committee Recommendations to WDB	March 18, 2020	Committee Recommendations to WDB	February 12, 2020
WDB Award of Contracts	March 24, 2020	WDB Award of Contracts	February 25, 2020
Contract Start Date	May 1, 2020	Contract Start Date	July 1, 2020

DRAFT – 10/1/19

**WIOA YOUTH PROGRAM  
MONTHLY REPORT**

**Tompkins County Workforce Development Board  
Youth Oversight Committee**

<p><b>For Office/Board Use only:</b> ____ Received (date/initials) ____ To Committee (date/initials)</p>
--

**Reporting Month:**

- August 2019
- September 2019
- October 2019**
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020
- May 2020
- June 2020

**Due Date:**

- Monday, September 09, 2019
- Monday, October 7, 2019
- Monday, November 11, 2019
- Monday, December 09, 2019
- Monday, January 06, 2020
- Monday, February 10, 2020
- Monday, March 09, 2020
- Monday, April 06, 2020
- Monday, May 11, 2020
- Monday, June 08, 2020
- Monday, July 06, 2020

**WIOA YOUTH PROGRAM MONTHLY REPORT**

**MONTH/YEAR: October 2019**

*Youth Oversight Committee Aspirations:*

- All youth who are eligible for Job Link are enrolled
- All enrolled youth have a plan that was co-developed to meet both immediate and long-term goals
- All enrolled youth are actively engaged in services that will help them reach their goals
- All exits from the program are intentional

**SECTION I: YOUTH OUTREACH**

*Please list all outreach activities conducted directly with youth (may use additional sheet(s) if needed)*

<b>Location of Outreach</b>	<b>Date Occurred (specify day of week as well)</b>	<b>Time Occurred (daytime, evening)</b>	<b>Type of outreach conducted (i.e. tabling, one-on-one, group, etc.)</b>	<b>Outcomes of outreach</b>	<b>Will this outreach be repeated?</b>
TST BOCES	10/1	Evening	Tabling	Enrolled 1	Yes
GIAC	10/7	Daytime	Outreach - group of youth	Enrolled 2	Yes
TCP Library	10/7	Daytime	Outreach – group of youth	Potential enrollees	Yes
TST BOCES	10/9	Daytime	Outreach – group of youth	Enrolled 1	Yes
TC3	10/9	Daytime	Tabling – hs & college youth	Potential enrollees	yes

*Please list all agency, school, and business presentations (may use additional sheet(s) if needed)*

<b>Location</b>	<b>Date</b>	<b>Purpose of presentation</b>
TCP Library	10/3	Networking / workshop
Hampton Inn – Fairfield	10/8, 10/21, 10/23	Worksite recruitment
Cole Muffler / Tire	10/9	Worksite recruitment
TC3	10/9	Networking w/ manufacturing businesses
Bruce’s Pit Stop	10/9	Worksite recruitment
YERT	10/9	Event promotion/collaboration
Holiday Inn Express	10/15	Worksite recruitment
CCE, DCI, Halco, Snug Planet	10/16	Green Jobs pipeline exploration

ShurSave, Subway, The Falls, Dollar General	10/29	Worksite recruitment

Please keep a running list of "Unique Community Partners" below:

**SECTION II: ENROLLMENTS AND EXITS**

Please tally the number of new enrollees in previous month along with their ages and school status

	Total Youth*	Total ISY*	Total OSY*	Total Ages 14-15	Total ages 16-18	Total Ages 19-21	Total Ages 22-24
<b>New Enrollees</b>							
Total Enrollees YTD PY '19	20	5	15	1	6	10	3
<b>New Exits</b>	2	1	1		1	1	
Total Exits YTD PY '19	2	1	1		1	1	

*\*to include DEI co-enrolled youth*

**We realized that there were youth who we did not previously include in our new enrollment list because they were, per OSOS Management Report, enrolled in June 2019, but we funded them under the SYEP and then transitioned them into JobLINK as of 10/1/19 and so they didn't show up in the list of new enrollees starting 7/1/19. We will resume with the New Enrollees list next month.**

*For all New Exits, please list the reason for exit. If exited due to loss of contact, please list # of attempts to engage that youth; for exits due to employment, please list details of said employment placement*

Intentional Exit (Y/N)	Reason for exit	# of exit follow up attempts	Unsubsidized Employment/Occupation	Wage Rate	# hours worked/week
Y	Youth choice	3+	"babysitting for a friend", no continued follow-up	-	-
Y	Youth choice	3+	No follow-up	-	-

**WIOA Youth Enrollments and Exits Program Totals (YTD previous month)\***

*\*to include DEI co-enrolled youth*

	JULY 1, 2016 – JUNE 30, 2017	JULY 1, 2017 – JUNE 30, 2018	JULY 1, 2018 – JUNE 30, 2019	JULY 1, 2019 – OCT. 30, 2019
<b>TOTAL ENROLLMENTS</b>	<b>33</b>	<b>15</b>	<b>48</b>	<b>35</b>
TOTAL IN SCHOOL	4	2	8	6
TOTAL OUT OF SCHOOL	29	13	40	29
<b>TOTAL EXITS</b>	<b>28</b>	<b>50</b>	<b>35</b>	<b>2</b>

**SECTION III: PROGRAM ACTIVITIES**

*Please use this section to “bring the program to life”! Document the number of services provided in the previous month per program element in the chart below and provide one sample of a client success story*

**WIOA YOUTH PROGRAM ELEMENTS**

PROGRAM ACTIVITIES TO BE PROVIDED:	TOTAL NUMBER OF SERVICES PROVIDED		Services provided by:
	MONTHLY:	YTD:	
Tutoring, study skills training	0	1	
Alternative secondary school services	0	1	
Paid/unpaid work experience	10	27	
Occupational skills training	7	10	
Educational training	1	8	
Leadership development	4	9	
Supportive Services	8	27	
Adult mentoring	18	22	
Follow-up services	4	9	
Comprehensive guidance and counseling	1	10	
Financial literacy education	1	2	
Entrepreneurial skills training	0	0	
Labor Market and employment information	6	24	
Transition to postsecondary education and/or training	1	5	

1.) Are all the program elements being provided as required? (Y/N) = N

Please explain answer provided below:

YTD – All elements are being provided with the exception of entrepreneurial skills training. We have a workshop scheduled for 11/19/19, a collaboration between TWFNY, Alternatives Federal Credit Union



and Business Leaders of Colors. We have promoted this workshop to our youth, as well as to the larger public and to our partners in the youth services community.

2.) Please provide a brief client “success story”, keeping client confidentiality in mind.

*The YOC is interested in knowing more about who is being served to better understand program needs.*

Contributed by Beth Hardesty:

I worked with this youth from August 2015 through June 2018. She is the mother of two young children, with transportation and childcare barriers. Her chosen career path is personal care aide, either working with the senior population or with individuals with disabilities. She had never worked a job so we placed her in two different jobsites so she could gain soft skills. I helped her apply for many unsubsidized jobs, but her barriers made it impossible to sustain an unsubsidized position. She eventually decided to stay home with her children, so she was placed in one year of follow-up which ended in June 2019.

Although she was no longer on my caseload, I thought of her when I heard about an upcoming job fair focused on health care professions. I emailed her a flyer and also reminded her when I ran into her on the street.

She followed through on attending the healthcare job fair, interviewed with two different employers on site, and was subsequently offered jobs at both agencies, one working with seniors and the other working with youth with disabilities. She called me to ask which job she should take and we spoke at length about the positions, weighing the pros and cons of each. While she had some experience working with seniors, she had no experience working with people with disabilities. Each job offered full-time hours with benefits, and she ultimately decided she would accept the position working with youth with disabilities because it would provide her with new experiences and skills. I was so proud that she weighed out each of the jobs, and thoughtfully decided that gaining new skills was the most important factor, before making a final decision

**SECTION IV: WIOA YOUTH CONTRACT EXPENDITURE RATES** *[this section to be completed by WDB Staff]*

**Note: Expenditures Report DOES NOT include DEI co-enrolled youth**

	<b>WORK EXPERIENCE BUDGET</b>	<b>EXPENDED AS OF: --/--/--</b>	<b>% EXPENDED</b>
IN SCHOOL			
OUT OF SCHOOL			
<b>TOTAL</b>			

	<b>STAFF WAGES</b>	<b>EXPENDED AS OF: --/--/--</b>	<b>% EXPENDED</b>
IN SCHOOL			

OUT OF SCHOOL	
<b>TOTAL</b>	

	<b>SUPPORTIVE SERVICES</b>	EXPENDED AS OF: --/--/--	% EXPENDED
IN SCHOOL			
OUT OF SCHOOL			
<b>TOTAL</b>			

	<b>OVERALL BUDGET</b>	EXPENDED AS OF: --/--/--	% EXPENDED
IN SCHOOL			
OUT OF SCHOOL			
<b>TOTAL CONTRACT EXPENDED</b>			

October

SECTION IV: WIOA YOUTH CONTRACT EXPENDITURE RATES [this section to be completed by WDB Staff]

Note: Expenditures Report DOES NOT include DEI co-enrolled youth

	WORK EXPERIENCE BUDGET	EXPENDED AS OF:	% EXPENDED
IN SCHOOL	14160	5213.43	36.8%
OUT OF SCHOOL	70819	33246.62	46.9%
TOTAL	84979	38460.05	45.3%
	STAFF WAGES	EXPENDED AS OF:	% EXPENDED
IN SCHOOL	45940	3656.93	8%
OUT OF SCHOOL	183758	33701.04	18.3%
TOTAL	229698	37357.97	16.3%
	SUPPORTIVE SERVICES	EXPENDED AS OF:	% EXPENDED
IN SCHOOL	800	155.00	19.4%
OUT OF SCHOOL	5000	784.25	15.7%
TOTAL	<del>8500</del> 5800	939.25	16.2%
	OVERALL BUDGET	EXPENDED AS OF:	% EXPENDED
IN SCHOOL	70800	11686.85	16.5%
OUT OF SCHOOL	283200	67929.90	24%
TOTAL CONTRACT EXPENDED	354000	79616.75	22.5%

## SYEP 2019 Expenditures

### Tompkins County Office of Employment and Training

Total Budget	\$192,825
Total Expenditures	\$182,260
Percent Expended	94.5%

### Ithaca Youth Bureau

Total Budget	\$182,497
Total Expenditures	\$185,094
Percent Expended	101.4%