



Humboldt County Workforce Investment Board

YOUTH COUNCIL MEETING

Tuesday, March 11, 2008

3:00-5:00 pm

Prosperity! Center • Conference Room • 520 E Street
• Eureka

MINUTES

Members Present: Terry Coltra, Joe Davey, Maura Eastman, Karen Lofts Jarboe, Gwen LaPena, Doug Rasines (Vice-Chair), Jon Sapper (Chair), Mark Schaffner

Members Absent: Peter LaVallee, Dennis Mullins, and Kelly Remington

Others Attending: Merris Obie, Sue Murray, Lora Chandler, Bruce Alexander, Christina Huff, Janet DePace, Jacqueline Debets, Jose Quezada, Sandy Alcaraz

1. OPENING

1.1 **Call to Order:** Chair Jon Sapper called the meeting to order at 3:02 pm.

1.2 **Self-introductions of Youth Council members, staff and public:**

Introductions were made around the table.

1.3 **Adjustments to the Agenda:** Add 3.6, ways to carry over funds from this year's contract to next years contract.

2. **PUBLIC COMMENT:** None

3. DISCUSSION and ACTION ITEMS

3.1 **Approve minutes from February 5, 2008 YC meeting:** **Motion** made by Joe Davey to approve previous minutes, second by Gwen LaPena, motion carried unanimously.

3.2 **ISS Policy:** This policy has been discussed at Youth Program Operator meetings. Policy is directed to operators of youth programs—ETD already has an ISS policy for their adult and dislocated workers. YC needs to review and forward to the Full WIB for adoption. Previously there was no uniform way of completing ISS plans among six different youth operators. The State found inconsistencies during their compliance reviews, and recommended the ISS policy be developed. **Motion** made by Karen Lofts Jarboe to accept policy, second by Maura Eastman. Motion carried unanimously.

3.3 **MOA for youth work experience coordinator:** This has been framed a little better to fit how the coordinator will be working with the StepUp program over a 12-month period.. He/she will be supervised out of the Economic Development Division, and be housed at The Job Market. Modifications to language in the MOA addresses concerns by the State indicates between regular work experience and "summer job work experience opportunities." There is a need to assure that the summer work experience and WIA funds are tracked separately. **Motion** made by

Maura Eastman to accept the MOA with changes, Doug Rasines second. All in favor, motion carried.

- 3.4 StepUp activities:** Eureka Natural Foods will sponsor the breakfast at the Red Lion Inn in Eureka on April 30. Sequoia Gas will sponsor breakfast in Fortuna (April 4). Training on how StepUp referrals work, how jobs will be developed and how youth will be tracked is being set-up in April. The concept of training "peer counselors" from the SSB and Probation divisions was discussed as a possible gap solution. I No tangible steps yet in youth tracking but the intent is to do that as soon as we get some of these structures in place. When StepUp begins in July we want to have systems in place. The success of this program will depend on quality control. One of the roles of the new youth coordinator should include doing the quality-control follow-up with employers for every youth placed at a job. This position needs to be allocated by the BOS once we have received word from County Personnel on the classification of the position. If this process takes too long we can hire extra help for starting in July.
- 3.5 RFP for Youth Services:** Thanks to all for proposals and time invested in restructuring the Youth Program. Proposals exceeded the amount available for award by \$500,000.00. All RFP's have been scored by the RFP Evaluation Team, which met March 3. Staff will visit each applicant in the next two weeks to negotiate adjustments to proposed budgets. Recommendations for awards should be back by the April YC meeting. Bids to provide services in all regions were received. 6 bidders responded to RFP's.
- 3.6 Carry forward:** WIA regulations state that funds can be carried forward from the current contract to the new contract.

4. CLOSING

- 4.1 Next Meeting date and agenda topics:** The next meeting is scheduled for April 8th, 2008, 3:00-5:00 at the Prosperity! Center.
- 4.2 Announcements:** The Job Market is sponsoring a job fair scheduled for April 4th at Redwood Acres from 10:00-2:00 pm. Have had positive responses from over 50 employers who will be participating in this event. Announcements should be in the local papers soon. The Job Market has scheduled an orientation for Digital Pathways. Students who do not show up for work or if they're late will be docked wages. Students will not get paid until they complete the program. Health and Safety Career Expo will be April 4th at the Redwood Acres from 10:00-2:00. Maura Eastman is now the Mental Health Services Act Coordinator.
- 4.3 Adjournment:** Meeting adjourned at 3:37 pm.