

## Operations & Oversight Committee Meeting Minutes

**Date:** 9/5/18

**Location:** Montour Falls

**Attendees:**

AJ Kircher- Capabilities, Executive Director  
Bill Caudill – Steuben County Youth Bureau, Youth Programs Coordinator  
Rae Ann Widmer-Mason – CSS Workforce NY, Quality Assurance  
Dan Porter – CSS Workforce NY, Executive Director  
Amanda Magee – CSS Workforce NY, Emerging Workforce Program Lead  
James Johnson – Steuben County IDA, Executive Director  
Jeannette Frank – Arc of Steuben, Executive Director  
Olga Clark – CSS Workforce NY, Deputy Director  
Judy McKinney Cherry – Schuyler County Partnership for Economic Development,  
Executive Director

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### Agenda

- Call to Order
  - Overview regarding intention of subcommittee. The Board is tasked with creating strategies for the WIOA Youth Program (Emerging Workforce Program). The Oversight & Operations (O&O) subcommittee is tasked with monitoring the program and creating tactical development to implement Board strategies. The focus of the group is to develop ways to provide consistent, high quality services across the systems. The group will always have a focus and standing agenda items on Youth and individuals with disabilities.
  - Discussed firewall between Dan/Rae Ann of CSS Workforce and Emerging Workforce Program. Dan and Rae Ann will only provide input based on a Quality Assurance perspective. Committee direction related to program development for the Emerging Workforce program should go through Bill Caudill and Amanda. Bill will act as communication buffer between O&O and Emerging Workforce Program lead, Amanda.
  
- Minutes (We will bring copies for all)
  
- Review Committee charge
  - Review of Emerging Workforce Program requirements:
    - 16-24 years of age

- Legally eligible to work in the U.S.
  - Registered with selective service (as necessary)
  - Have a barrier to employment/training (committee inquired as to what those barriers are)
- Judy inquired, is there a way to obtain demographic information and the number of youth between the ages of 16 and 24 residing in the three counties who have a barrier to employment/training.
- What are the barriers? – eligibility is divided into two categories
  - **In School youth (ISY)**
    - Must be low income and meet one of the following barriers:
      - 1. English Language Learner
      - 2. Dropout
      - 3. Age of compulsory school, but not attending
      - 4. An offender
      - 5. Homeless/foster care youth (or aged out)
      - 6. Pregnant or parenting (includes non-custodial parents)
      - 7. Additional Assistance (locally defined: SA, victim of abuse, poor/no work history, underemployed, at risk of pregnant/parenting)
      - 8. Basic Skills Deficient
      - 9. Disability
  - **Out of School Youth (OSY)**
    - 1. Dropout
    - 2. Disability
    - 3. Offender
    - 4. Foster care/aged out
    - 5. Homeless/Runaway
    - 6. Pregnant/Parenting
    - 7. Age of compulsory school, but not attending
    - 8. Low income and need additional assistance
    - 9. Low income and need TASC, are ELL, or are basic skills deficient
- Discussion - should we identify resources for individuals who are not eligible for WIOA services? This would encompass young adults under 18 who are not eligible for services.
- What is the current budget for WIOA Youth? - \$420,00 (includes office space and staff salary), ~\$100,000 for service delivery. 20% must be spent on work experience and a minimum of 75% spent on OSY. Have averaged about \$3k-\$4k per participant in the past.
- Judy asks if there is a flow chart to show how someone moves through the system referral to eligibility, to enrollment. Amanda will come up with visual by next meeting.
- Operational Indicators that are needed to develop from group as Quality Assurance will measure program on the following: number of enrollments throughout the year, number of individuals who enter work experiences,

number of individuals who are placed in employment. Group should identify target numbers in future meetings.

- Discussion regarding outcomes. Program will be measured on outcomes but typically the outcomes are published about two years following the delivery of the service. We will not know hard number of outcomes for this year's program for another few years.
- Review of MOA's – Amanda presented three signed MOA's with Capabilities, CCC, and Schuyler County DSS (signature will not take place on their behalf until reviewed by legal department). All in favor.
- Youth Program Update (Rae Ann will provide initial data sets)
  - Reviewed report. Committee approved lay out and information included. Will continue to use template for future meetings.
  
- Individuals w/Disabilities Discussion
  - Will need to have a standing agenda item for future meetings that addresses continued improvement of access for individuals with disability. The Emerging Workforce Program does not have specific funding for individuals with disabilities. The Feds need to ensure that the system is fully ADA compliant.
  - Discussed October as Disability Employment Awareness month. Idea to move disability groups through the career centers to ensure awareness of services. Discussed possibility of this being a goal for the new Operator. Future discussion to engage Career Centers in this plan for October 2019.
  
- Operator RFP
  
- Future Meeting dates
  - Future Meetings will alternate locations between the four Career Centers and will take place the first Wednesday of every month at 2:30 pm. The next meeting will take place at the Elmira Career Center at 2:30 pm on Wednesday, October 3<sup>rd</sup>. Dan will send an invite to the group at least six months out.