

## **Idaho Youth Committee Meeting Minutes December 2, 2015**

### **Welcome & Introductions**

Committee Chair Dr. Linda Clark welcomed everyone and called the meeting to order at 10:05 am. Dr. Clark asked attendees to introduce themselves. The roll reflected the following: Linda Clark, Chair (present), Laurie Anderson (present), Arielle Horan (present), Blossom Johnston (present), Lori Lodge (present), Carl Powell (absent), Andy Rodriguez (present), Adrian SanMiguel (present), Michelle Woods (present), Byron Yankey (absent), and Arantza Zabala (present).

Also in attendance from the Idaho Department of Labor: Rico Barrera, Cheryl Foster, Terry Mocettini, Sara Scudder, Sue Simmons, Georgia Smith, and Eric White.

Chair Clark asked if everyone had an opportunity to review the minutes from the last meeting and opened the floor for discussion before requesting a motion to approve the minutes. Blossom Johnston forwarded the motion and Lori Lodge seconded it. The minutes were approved by a unanimous voice vote.

### **Career Information System (CIS) Usage Detail**

Dr. Clark introduced Sara Scudder, Career Information System (CIS) Administrator. During the last meeting, Ms. Scudder presented the program's strategic plan and provided more information about CIS and its plans for the future. Committee members asked about the program's funding structure.

Ms. Scudder directed the committee's attention to Transmittal #1 which provided a breakdown of how many schools used College Access Challenge Grant (CACG) funds to purchase CIS modules. The CACG grant expires in August of 2016. Ms. Scudder again asked the committee to come forward with ideas for alternative funding sources to help low income schools purchase CIS. She explained the biggest need is funding for CIS Power Licenses, which allow students to access user portfolios, and CIS Jr. Power Licenses, which allow portfolio access within a site geared toward Jr. High students. Schools currently qualify to apply for CACG funding if more than 50% of their students are on free or reduced lunch and if they agree to submit usage reports to the Idaho State Board of Education and implement an improvement plan for low usage.

Ms. Scudder opened the floor for questions. She explained the CIS program has access to CACG and statewide usage data. Blossom Johnston asked if optional modules can be purchased without CIS access and how CIS is attempting to stay relevant. Ms. Scudder explained that content from several modules can be purchased directly from the provider but would not be integrated into the CIS for those schools. CIS is currently beginning a user needs assessment including usage testing to determine how it should position itself for the future. This assessment will also include a review of the pricing structure and current service vendor option. Ms. Scudder explained that losing access to CIS may leave many schools without any career development tools. Several committee members asked for a list of schools that are currently receiving CACG funds. Ms. Scudder offered to provide the list to members after the meeting, which was emailed to the committee later in the day.

### **Workforce Innovation and Opportunity Act (WIOA) Youth Element Availability**

Dr. Clark explained the committee has previously reviewed the 14 WIOA elements required under the youth program. In that discussion, the committee found half of the elements were already available in communities at no cost to WIOA participants. The remaining services were either not accessible or limited in their availability. She explained at today's meeting the group will review three elements of

questionable availability from the last meeting<sup>1</sup> and discuss staff findings. The services in questions are: (K) financial literacy education, (L) entrepreneurial skills training, and (N) activities to help youth prepare for and transition to postsecondary education and training. It was believed that these elements may be available in an alternative capacity, but possibly limited in rural locations. Committee members requested that the Idaho Department of Labor staff investigate further the potential availability of these services.

Dr. Clark introduced Rico Barrera of the Idaho Department of Labor to review transmittal # 2. Mr. Barrera first highlighted the service availability chart from the previous meeting. He explained that WIOA funds do not have to be used to provide these services if the need is currently being met through other programs. WIOA also allows the use of virtual services to satisfy availability. Transmittal #2 highlights the availability of online services to meet requirements for financial literacy education (K) and entrepreneurial skills training (L). CIS provides support for both services and may completely meet the entrepreneurial skills training requirement. Rico Barrera introduced Terry Mocettini, CIS Training Support and Marketing Coordinator, to demonstrate the entrepreneurial overview section of CIS.

Ms. Mocettini walked through the CIS entrepreneurial skills tab and self-employment assessment. This section is available to all citizens of Idaho by logging into CIS as a guest, but WIOA participants would be able to login and create a portfolio. The section also directs students to occupations that would likely match with entrepreneurial skills. Andy Rodriguez explained that he liked the tool and thought it meets the WIOA entrepreneurial skills service requirement. Blossom Johnston was concerned that many students have a hard time finding success with online only programs. She asked if there a way to couple online programs with other resources for students that have specific questions. Rico Barrera explained that WIOA participants would have accesses to case managers that could reach out to the industry or an expert in the field to pose questions or set up an appointment.

Rico Barrera explained that the service requirement for activities to help youth prepare for and transition to postsecondary education and training (N) is currently being met through One-stop offices. Many survey respondents misunderstood the wording of the element since it was new but practiced throughout the One-Stops. Chair Clark asked if the committee is comfortable with the idea that these services are already available in the community. Andy Rodriguez and Blossom Johnston were concerned that rural communities would not have sufficient access to online resources. Mr. Barrera explained local One-stop offices throughout the state have at least six stations with Internet access available to program participants.

Blossom Johnston also asked how service value or success would be measured. Chair Clark asked members to consider potential assessment options. Mr. Barrera explained that program staff would need to monitor the youth participant's progress. For example a case worker could check portfolio usage for CIS provided services. However, other online services may be more difficult to monitor. Ms. Scudder explained that portfolio usage is not currently required under the CACG grant but that the state could put in a requirement to use portfolios as part of future funding for low income schools.

Dr. Clark explained the committee must determine if these three elements are available in communities statewide and therefore do not need WIOA funding. Andy Rodriguez forwarded the following motion:

*The youth committee moves to approve for recommendation to the Workforce Development Council that the following WIOA required service elements are determined to be available within the community and that the committee should not expend additional funds to procure them:*

- (a) Financial literacy education;*
- (b) Entrepreneurial skills training;*

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<sup>1</sup> See minutes from 10/28/15 for complete list of required services

*(c) Activities to help youth prepare for and transition to postsecondary education and training.*

Blossom Johnston seconded the motion. The motion passed with a unanimous voice vote.

### **WIOA Youth Service Delivery**

Dr. Clark invited members to review transmittal # 3 which provides WIOA program guidelines for youth program service delivery and several options the state could pursue. She explained that since the committee has determined which elements the state youth program will provide, it must also determine how these elements will be provided. WIOA requires states to provide these services through a competitive process. How that process is implemented is up to the committee and ultimately the Workforce Development Committee. To help clarify the data, Dr. Clark asked Rico Barrera of the Idaho Department of Labor to break down the information, allowing members the opportunity to select the best option for the state's youth program. The final recommendation will be provided to the Workforce Development Committee during its January meeting.

Mr. Barrera explained that WIOA requires states to develop a design framework consisting of:

- (1) Assessment/Intake
- (2) Service strategy
- (3) Case management including follow-up.

This framework will be the foundation of the youth program's services. This function can be provided by the grant recipient's fiscal agent (currently the Idaho Department of Labor) or can be awarded to another entity through a competitive procurement processes. The committee must also award funding to service providers to implement the program and provide services to youth through the state. This process must be competitive in nature and meet federal uniform code requirements from the Office of Management and Budget. The state Workforce Development Council has also set in place a "50/50" spending guideline which specifies that no more than 50 percent of program funding may be used for staffing purposes. Although the WIOA legislation passed during Program Year 2014, the U.S. Department of Labor has allowed states Program Year 2015 as a transition period; however, states must be ready to implement WIOA requirements by July 1, 2016. Mr. Barrera reviewed the two service delivery options for the committee:

- (1) Procure all youth program services by putting out to the public a request for proposal (RFP) for everything including the design framework.
- (2) The grant recipient's fiscal agent (Idaho Department of Labor) delivers the design framework; remaining program elements are procured through the RFP processes.

Blossom Johnston asked how success would be determined for these programs and if user feedback was being measured. Rico Barrera explained the committee could look at outcomes. Sue Simmons explained that most performance indicators show that current programs are consistently meeting their goals but that user feedback was not currently being measured. Cheryl Foster explained that the previous workforce program, the Workforce Investment Act (WIA), required customer satisfaction surveys but Idaho, like other small states, was given an exemption due to cost factors. Ms. Johnston was concerned that the youth being served do not currently have a voice in the performance evaluation and encouraged the committee to try and figure out how to get user feedback including using new technology. Andy Rodriguez agreed with Ms. Johnston and explained that the Juvenile Justice Commission created a youth steering committee to help review services.

Andy Rodriguez also thought that the current service structure with the Idaho Department of Labor providing the framework was working and supported continuing with the second option. Rico Barrera explained there must be some competitive procurement processes for the programs, but the framework does not have to go out to competitive processes if handled by the Department of Labor. Dr. Clark agreed with Mr. Rodriguez, noting the additional investment of time spent to find another entity to provide the framework. She also highlighted that option 1 would negatively impact the dollars available for participant services. Blossom Johnston expressed concern that entities applying to provide these services should exhibit some sense of eagerness, and that putting the entire framework out through the RFP processes may encourage the parties with these characteristics to come forward and prevent provider complacency.

Dr. Clark explained that the youth committee must choose either option to present as its recommendation to the Workforce Development Council - to continue with the Idaho Department of Labor as the provider of design framework services or to competitively procure all the allowable youth elements/services required under WIOA. Michelle Woods forwarded the following motion:

*The youth committee moves to approve for recommendation to the Workforce Development Council that the Grant Recipient's Fiscal Agent (the Idaho Department of Labor) deliver the WIOA Youth Services design framework and that the remaining program elements be procured through a competitive processes.*

The motion was Seconded by Lori Lodge and approved by voice vote. Blossom Johnston opposed the motion.

### **New & Additional Business**

Chair Clark opened the floor to new business. Rico Barrera explained the committee will need to get the RFP out to service providers. This committee or a sub-committee must determine the parameters for proposal criteria for the procured services. Once the processes is finalized, the Idaho Department of Administration will oversee the procurement, ensuring open and fair competition and preventing any conflict between the administrative arm of the Idaho Department of Labor and its service or "field" division if it chooses to submit a proposal.

Lori Lodge asked how the committee would go about implementing a youth advisory committee or adding youth members to the current committee. Blossom Johnston supported the notion and explained it will not be easy but is critical. Chair Clark noted there is nothing prohibiting the inclusion of youth to the committee or from creating a distinct youth committee. Chair Clark and several other members preferred the option of adding two working youth members who have recently completed the program and two youth members currently searching for a job through the program to the current committee. Members also preferred the option of reaching out to statewide One-stop offices to identify potential youth members. Rico Barrera offered to reach out to One-stop offices for recommendations before the next meeting. Blossom Johnston reminded members that adding youth members may change committee meeting times to accommodate youths' availability.

Chair Clark asked for recommendation for the next meeting. Rico Barrera suggested meeting before the next Workforce Development Council Meeting to discuss the criteria for the RFP. Mr. Barrera suggested meeting the week of Jan 4<sup>th</sup>. Andy Rodriguez suggested Wednesday Jan 6<sup>th</sup> at 10:00. The membership approved the proposed time. Mr. Barrera will send out an invitation.

### **Adjournment**

Chair Clark adjourned the meeting at 11:35 am.