



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## YOUTH COUNCIL EXECUTIVE COMMITTEE MEETING

JUNE 2, 2009  
SPOKANE SKILLS CENTER  
4141 NORTH REGAL

Estimated Time	Tab		
8:30 a.m.		Call to Order	<i>John Serben</i>
8:30 a.m.		Introductions	<i>John Serben</i>
8:35 a.m.	1	<i>Vote on 4-7-09 and 4-24-09 Minutes</i>	<i>John Serben</i>
8:40 a.m.		<i>Vote on New Members</i>	<i>John Serben</i>
8:45 a.m.		Summer Youth Employment Program Committee Update	<i>John Serben</i>
8:50 a.m.		Youth One-Stop Committee Update	<i>Nancy Nelson</i>
8:55 a.m.		Youth Dropout Summit Update/Dropout Summit Video	<i>Dawn Karber</i> <i>Lisa White</i>
9:00 a.m.		Pizza Pop Power Tools Update	
9:05 a.m.		Next Gen Zone/Summer Youth Employment Program Update	<i>Heidi Peterson</i>
9:15 a.m.		Other Questions/Discussion	<i>John Serben</i>
9:30 a.m.		Adjourn	<i>John Serben</i>

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## Spokane Area WORKFORCE DEVELOPMENT COUNCIL

### YOUTH COUNCIL EXECUTIVE COMMITTEE MINUTES

April 7, 2009 - 8:31 AM - 9:40 AM

WorkSource Center

130 S Arthur Rd

Anne Lockwood – Note Taker

Dawn Karber & John Serben - Editors

#### **Members in Attendance:**

Andrew Arganbright– Kemper Auto, A Unitrin Business	Jeff Benesch-Trans- System, Inc.	Linda Duncan-Purcell Systems	Laura Foust-Job Corps
Kevin Managhan-Inland Empire Electrical Training Trust	Trina Miller- Community Colleges of Spokane	Nancy Nelson- Humanix	Scott Oakshott- Spokane Skills Center
John Serben-American Medical Response	Lisa White-Spokane Public Schools		

#### **Members Absent:**

Michael LeaderCharge- City of Spokane Youth Services	Bonnie Wagner-WSU Health Education Center
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#### **Others Present:**

Kim Burnett-Next Generation Zone	Bridget Cannon- Volunteers of America	Robert Everett- WorkSource	Heidi Peterson-Next Generation Zone
DeeAnn White-Next Generation Zone	Trina Schmid-Job Corps		

#### **Staff Present:**

Dawn Karber – Youth Program  
and Development Manager      Anne Lockwood – Secretary

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#### **VOTE TO APPROVE FEBRUARY 3, 2009, YOUTH COUNCIL EXECUTIVE COMMITTEE MINUTES:**

***On a motion and a second to approve the February 3, 2009, Youth Council Executive Committee Minutes as written. Approved with no opposition.***

#### **VOTE ON NEW MEMBER/MEMBERSHIP UPDATE:**

Subject tabled for another meeting.

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## **STIMULUS PACKAGE UPDATE:**

Senator Murray is the leader for workforce issues in Congress, and Senator Rogers is on a key committee to fund workforce issues. It is important that the State of Washington succeed in this Summer Youth Program. The community needs to do this fast and well. This is the key to future workforce funding.

There are principles that guide the use of the Stimulus Package Funds. The local Workforce Development Areas will be reporting weekly to the State on the progress.

The WDC is pulsing different parts of the sectors to see what is available. There are jobs out there right now. The difficulty lies in locating the existing jobs and determining what jobs will emerge from the recession. Please contact Dawn or someone in the WDC office to assist in determining the needs of the community.

The Summer Youth Program RFP is due to the SAWDC by April 21, 2009, and the Youth Council will read the proposals on April 23, 2009. The Youth Council will be making a funding recommendation to the Executive Committee on April 24.

## **SUMMER YOUTH EMPLOYMENT PROGRAM UPDATES, PLANNING, AND REVIEW REQUEST FOR PROPOSAL:**

The Summer Youth Program Request For Proposal was released twice. The first release stated that the Program Operator had two summers to spend the Stimulus Funds, and the second release stated the issuance of increased funds, as well as shortening the amount of time to spend the funds. The Youth Summer Program will run from May 1, 2009 to September 30, 2009. There will not be a lot of time to get this program up and running.

4/13 - Mandatory bidders conference. All questions and answers will be posted on the SAWDC website.

4/21 - Proposals are due. *Dawn will make sure there are eligible bidders before passing the proposals along to YC for screening.*

4/24 - The Youth Council will be scoring the RFP Responses. *Dawn will send scoring sheets with the RFP Responses.*

The Executive Committee will meet in the afternoon.

4/25 - Subrecipient award announced.

## **A walk through the RFP:**

Page 4 –



The Bullet that states “program to serve 300 to 700 youth”.



This is a large number of youth, but the age to serve youth increased from 21 to 24.



Youth must be residents of Spokane County.



Youth have to be eligible for WIA (e.g., low income and barrier to employment).






This will be a consortium model. There will be a Program Operator and funded partner staff.














All youth program funds must be spent by September 30, 2009.

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-  Washington State is seeking a waiver allowing programs to serve youth from 18 to 24 year beyond the end of the summer, through March 2010.
-  Looking for a versatile agency to be the Program Operator.
-  The Bidders Conference March 31<sup>st</sup> is not mandatory because of the changes made to the RFP on March 30, 2009.



## “Administrative Management”:

-  The design of the program is rough, so the Operator can show the WDC what will work for them.
-  Looking for one Program Operator.
-  The WDC is asking the Program Operator to connect young people to well-supervised jobs. All youth have to be in a work experience (WEX). The WDC said youth could be paid in training and school as long as the youth is on the job 50%, and has a working wage.
-  30% of funds must be spent on out of school youth dropout.
-  Only 2 outcomes: 95% successful Work Readiness Indicator completion rate and 90% positive completion rate of summer employment activities.
-  Youth do not have to make minimum wage. If the entry-level position is \$12/hour then youth can be paid \$12/hour.
-  Youth cannot unfavorably impact other employees. If employees have been laid off or the youth replaces a worker then the youth cannot work there.
-  40% of 1.5 mill can be spent on youth and 60% spent on administration.
-  The Program Operator is going to have many subrecipients. The subrecipients will have separate contracts with the WDC.
-  The RFP will have to be reworked if the responses are not adequate.
-  If the response to the RFP are inadequate, the WDC will sit down with bidders and try to renegotiate with bidders or have a new RFP out by Monday.

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Bidders must answer all the questions in section 5 as well as the bulleted items.



Transportation will be a big issue. Someone has to make certain that the youth are going to make it to work. The WDC will keep an eye out for that information.



Additional training money can be spent for additional education.



Do not be surprised if we end up with one RFP responder because of the large funds and complexity of the program. The subrecipients could all band together.



The Youth Council has indicated that the score sheets will be filled in before the Youth Council arrives at the meeting on April 24.

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## Final questions

Q: What is the responsibility of the Youth Council after the grant award?


A: The Youth Council will probably form subcommittees that oversee the summer program, marketing for the program, and the development of a Youth One-Stop Center. The subcommittees will possibly report every other month on their progress and in October, the Youth Council can review how successful the program was.

*An e-mail will be sent out to the Youth Council members about the subcommittees. When the Youth Council is together on April 24, 2009, the members can decide who is on which committee.*


Q: Is the WDC doing a PSA or a major marketing campaign?

A: The WDC is hiring a marketing firm.

## **YOUTH ONE-STOP DISCUSSION:**

 Would the Youth One-Stop be similar to the WorkSource Center, but just for youth?


Yes. The Next Generation Zone and GED classes have outgrown their space at WorkSource. The WDC is exploring the idea of creating a Youth One-Stop Center.

 Does the WDC have the Youth Council's support to move toward a Youth One-Stop Center and can the discussion be housed at the Youth Council meetings?

Yes. The Youth Council will form a subcommittee to explore this topic. The Youth Council needs to focus on who our population is. Youth have brought to our attention so many people offer so many things the youth do not know where to go. It would be great to give the youth one location for multiple services.

The one group that is needed to sit at the table is business. The Youth One-Stop Center needs to be an economic development issue, not a social services issue. If the business community is not sitting side by side with services, and business saying we will hire the youth after you train them, then this will not help youth move forward. The Youth One-Stop will just be a social services band-aid.

The Youth One-Stop timeline, what kind of partners to have, etc. is to be worked on in the subcommittee.

 Scott Oakshott and Kevin Managhan have volunteered for the Youth One-Stop Committee.

## **YOUTH SURVEY UPDATE:**

The Youth Survey Update is tabled for another meeting.

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## **YOUTH COUNCIL/SAWDC/CHASE YOUTH COMMISSION DROPOUT UPDATE:**

The Chase Youth Commission is having a Youth Dropout Summit on April 17, 2009, at the Lincoln Center.

## **WDC STRATEGIC PLAN – NEXT STEPS:**

The Strategic Plan was sent with the Youth Council Agenda. The WDC is still taking comments on the Draft Strategic Plan. The WDC will be voting to approve the final version of the Strategic Plan, so if you have any additional comments please be sure to get the questions in.

## **NEXT GENERATION ZONE (NGZ) UPDATE:**



The NGZ is conducting college tours twice in April. One at Spokane Falls Community College and one at Spokane Community College. There has been an extremely positive response from the youth on the college tours.



The NGZ served 450 youth this year and there are 274 youth still actively enrolled in WIA services since July 1, 2009. Some of the youth have exited because the youth received what they needed.



The NGZ is collaborating efforts to track all the youth that enter the NGZ. The estimation of youth entering the NGZ is at least 50 a month.



The GED classroom is full as of April 6, 2009. Enrollment for the time being has been re-opened. The GED classes fill up quickly. The NGZ has had to turn youth away. Discussion has started with IEL to expand the GED classes, and increase GED testing days. This expansion of classes would not occur until next school year.

The NGZ is looking at possibly using an online class for GED, but the key for the youth is the classroom. Youth can lose interest quickly.

A majority of students taking GED testing are passing. *Heidi Peterson is to find out the number of youth passing the GED tests.*



The NGZ goes out to schools, etc. to work with youth at their locations.

## **OTHER QUESTIONS/DISCUSSION:**

John is looking for a Vice-Chair to take over as Chair of the Youth Council. John's term is ending July 1, 2009, unless the SAWDC votes to have John stay on as Chair for one more year to guide the Vice-Chair. The Vice-Chair has to be a business member of the WDC.

## **OTHER BUSINESS:**

None.

## **NEXT MEETING:**

The Youth Council Executive Committee Meeting will be meeting **Tuesday**, June 2, 2009, from 8:30 am 10:00 am, TBD.

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## Spokane Area WORKFORCE DEVELOPMENT COUNCIL

### YOUTH COUNCIL EXECUTIVE COMMITTEE MINUTES

April 24, 2009 – 9:03 AM – 10:37 AM

City of Spokane

City Hall, Council Briefing Center

808 W Spokane Falls Blvd.

*Anne Lockwood – Note Taker*

*Dawn Karber & John Serben - Editors*

#### **Members in Attendance:**

Andrew Arganbright–  
Kemper Auto, A Unitrin  
Business

Jeff Benesch-Trans-  
System, Inc.

Kevin Managhan-  
Inland Empire  
Electrical Training  
Trust

Trina Miller-  
Community Colleges  
of Spokane

Scott Oakshott-Spokane  
Skills Center

John Serben-  
American Medical  
Response

Lisa White-Spokane  
Public Schools

#### **Members Absent:**

Linda Duncan-Purcell  
Systems

Laura Foust-Job  
Corps

Nancy Nelson-  
Humanix

Bonnie Wagner-WSU  
Health Education  
Center

#### **Staff Present:**

Dawn Karber – Youth Program and  
Development Manager

Anne Lockwood – Secretary

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#### **CALL TO ORDER:**

Mark Mattke, Workforce Strategy and Planning Director welcomed all those that attended today's proposal review meeting.

#### **REVIEW AGENDA/PROCESS FOR MEETING AND AWARD:**

Youth Council Executive Committee moved on to the review of the proposals.

#### **REVIEW PROPOSALS:**

The Spokane Area Workforce Development released a request for proposal (RFP) to identify a Youth Program Operator for the American Recovery and Reinvestment Act (ARRA) Funds for a Summer Youth Employment Program (SYEP).

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The Spokane Area Workforce Development Council received one response to the RFP from the Spokane Workforce Consortium (SWC). The SWC consists of several agencies including Career Path Services, Educational Service District 101, and Goodwill Industries of the Inland Northwest. These agencies have partnered in an effort to provide the Summer Youth Employment.

## PROPOSAL ATTRIBUTES:

- Demonstrates abilities
- SKIES trainers on staff
- Appears they have done some interviewing and are ready to hire
- Enthusiastic
- Great theme
- Fairly easy to read/not dry
- Kudos for putting the proposal together so quickly
- Like the logo on the proposal
- Love the global cash card idea

## QUESTIONS:

- Page 4 of the scoring sheet “demonstrates a plan for transportation.” Did not feel this was laid out in the proposal and I am concerned about that. Have a feeling the SWC might have the notion of using vans etc.
- Interested in what they are going to do to approach youth.
- Concern about the hours of operation for the SYEP. Is the program only open Monday thru Friday from 8:00 am to 5:00 pm? Is this going to be another one of those service delivery models?
- Am concerned about using existing workforce administrative people. How is using the existing workforce administrative people at 25% of their time going to affect the other programs that the SWC already has in place. Are those agencies in need of extra work?
- Interesting to see how the SWC split their management. The proposal shows that management will be funded 25% for the SYEP, so in September should we only pay management 75% for the year around program instead of 100%. *This will be brought up in negotiation.*
- I do not think the SWC understood that the SYEP funding has to be separated in accounting.
- How is the SWC charging for the use of cubical space? Do not think the SWC is paying cubical rent at all the locations. Medical Lake said the SWC could use the space, but they do not need to pay rent.
- Agencies are going to provide free space, but we do not want the agency to say they did not know that there was money in the grant.
- North by Northwest’s in-kind donation is not a make or break for us. In-kind is equal to what SWC is paying out. They are an awesome partner, but we are going to see \$2000 in kind pay from North by Northwest?
- Thought it was odd that SWC is not paying any other employer,

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- but is paying North by Northwest. How do you justify paying one agency and not pay anyone else. Who else was contacted for production costs? I would suggest pulling that part of the response out of the picture. *The WDC will be responsible for the marketing film production and mass media.*
- Page 8, other participant payment bonus. Is this going to their staff or the students? No this goes toward an incentive for the youth. It wasn't laid out anywhere in the proposal what participant payment bonus will look like. This needs to be very clear.
- How do we approach the fact that the proposal deals with older youth and does not include 14 to 16 year olds, but the RFP specifically said 14 to 24 year olds? The WDC Staff talked about this and decided the SWC could have chosen any age group, so the proposal was okay. They are doing specific age groups all over the state.
- The proposal talked about a work readiness credential but didn't see anything from GSI who is heading the work readiness credential. I think we need to make it very clear about what is work readiness and what isn't. It should be called work readiness indicator, as it is not a credential.
- I don't feel SWC answered the RFP questions specifically. While the proposal works, it does not answer the questions in the RFP.
- CBR Medical Marijuana is a hot issue. We need to be conscious of where SWC is placing youth. This is an inaugural program and we can't put ourselves at risk. Does the Youth Council say take CBR Medical Marijuana out? All agree to take out CBR Medical Marijuana.

Dawn needs to consult with the City's legal department on this issue.

Discussion: The best way to determine if a company should be used for hiring youth is to do what the schools do. If the kids can't access to the company on a school website, SWC should not be using the company

- Do these supervisors have to have a background check? Yes.
- Lovers Package is one of the companies being used as a hiring agency. This is called a summer youth program and the description of youth is so wide that it includes 18 to 24 year olds. Based upon the inclusion of the SWC proposal the Youth Council would like to see approval of their youth placement prior to placement. It will possibly take an entire staff person to do this. Can we hire a staff person to do this?

*Decision: It was decided that the SYEP Subcommittee will review NGZ WEX placement site reports at committee meetings. Additionally, in negotiation the SAWDC will ask the SWC to send staff to the youth placement sites at least every twice a month.*

- PRIORITY - Want to see that everyone who comes in have a state ID before they leave us. The SAWDC will discuss this with SWC during negotiations.

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- Youth Council would like the final report to show numbers. Want to know what this funding did for youth. Want a minimum of 22 success stories for this program, the SWC can even use data such as 15 of the 400 kids went to college. Want to see and compare contract vs. what they are already doing and the impact on existing services.

Youth Council would like to survey the youth who participate in this program. If youth come back to the Next Generation Zone that went through this program we would like to hear about it. Would like a one-page form for anyone who goes through this program.

We want to be able to make sure whoever is participating is progressing. The success of our funding for youth employment might provide further funding.

Like to know from the NGZ staff what kind of challenges, they are having.

## **VOTE ON AWARD RECOMMENDATION:**

***Motion and a second to recommend to the WDC Executive Committee to award the Summer Youth Employment Program to the Spokane Workforce Consortium. Approved none opposed.***

## **OTHER BUSINESS:**

1. Legislation has just passed a new bill which is going to charge an additional \$8.00 Fee for Birth Certificates.