

**Youth Council
Meeting Agenda
Tuesday, March 8, 2016, 4:00 P.M.
Waukegan Job Center, 1 N. Genesee Street, 1st Floor, Waukegan, IL**

I. Call to Order

II. Meeting Minutes and Meeting Notes

November 2015 and January 2016 meeting minutes are attached on pages 3 – 6.

III. Public Comment

IV. Chairman's Report

V. Old Business

VI. New Business

VII. Staff Report

1. Recommendation for 2016 – 2017 WIOA Youth Services Contracts
 - The review team for the WIOA Youth Services RFP included representatives from the Lake County Workforce Development, Lake County Workforce Development Board and Lake County Youth Council.
 - The team reviewed the responses to the RFP, and heard presentations and conducted interviews with all proposers. Based on the criteria set forth in the RFP and the results of that review process, at the direction of the team, staff conducted initial negotiations with a selection of proposers and recommends that the Youth Council authorize the Workforce Development Department enter into contracts with the attached list of proposers for the programs as described on pages 7-8.

2. Youth Eligibility Policy
 - The Workforce Innovation and Opportunity Act makes changes to the eligibility requirements for in-school and out-of-school youth participants. Based on those changes and some additional direction from the U. S. Department of Labor in Training and Employment Guidance Letter (TEGL) WIOA No. 8-15, which was issued on November 17, 2015, local workforce boards may define certain eligibility parameters in local policy, as long as those parameters are reasonable and documentable.
 - The proposed policy sets standards for how to determine if a youth lives in a "high poverty area" and "requires additional assistance."
 - The draft policy will also be reviewed by the Executive Committee and the Workforce Development Board.
 - The proposed policy is attached on pages 9-10. A summary of the percentage of students in each high school district in Lake County for the most recent school year is attached on page 11.

3. Summer Youth Employment Program (SYEP) 2016
 - Over 900 applications were received during the month of February.
 - Staff will be conducting the lottery for each community during the week of March 7 and will then begin processing students for eligibility the week of March 28 (Spring Break).
 - All of the private sector employers that acted as worksites during summer 2015 are returning and a few new employers will be added.
4. Update on PY15 Contract Programs
 - Staff will provide an update on the current youth program contracts.
5. WIOA Four-Year Local Plan Update
 - Staff will provide an update on the current status on the WIOA Four-Year Local Plan and lead a discussion on some of the relevant strategies that have emerged in the planning process.
6. WIOA Regional Plan Update
 - Workforce staff is participating in a DCEO led effort to develop a Regional Plan as required under WIOA.
 - Staff recently participated in a State-wide meeting with other regions as part of the Regional Plan development process.
 - An RFP has been distributed seeking proposals to write the Northeast Regional Plan.
 - Staff will update the Committee on this project.

VIII. Next Scheduled Meeting – June 14, 2016

IX. Adjournment

**Youth Council
Meeting Minutes
Tuesday, November 10, 2015, 4:00 P.M.
Waukegan Job Center, 1 N. Genesee Street, 1st Floor, Waukegan, IL**

Present: Germain Castellanos, Tim Kirschner, Mary Marsolek, Monika Schwander, Jennifer Serino Stasch, Patrick Statter, Jim Ross, Christine Hammerlund, Sylvia Johnson

Absent: Frances Bryner, Vicky Burger, Greg Burns, Ali O'Brien, Gary Thompson

Staff: Gary Gibson, Bethany Williams, Jennifer Everett, Amy Onan

VII. Call to Order

The meeting began at 4:05pm.

VIII. Meeting Minutes and Meeting Notes

None.

IX. Public Comment

None.

X. Chairman's Report

None.

XI. Old Business

None.

XII. New Business

None.

VII. Staff Report

7. In-School and Out-of-School Youth Contract Wrap Up
 - Jennifer Everett provided a final wrap up of the in-school and out-of-school contracts that ended in summer 2015.
8. Summer Youth Employment Program (SYEP) Wrap-Up
 - Jennifer Everett provided a final wrap up of the 2015 SYEP. She indicated that as of the last information, all non-graduating students that enrolled in the program were enrolled in school for the new school year. She also indicated that additional follow-up work was being completed with the graduating students.
9. RFP Process for 2016 – 2017 Contracts

- Bethany Williams provided the Youth Council with an overview of the RFP process, including key program components and the RFP schedule. She noted that the due date for the recently released RFP was January 7th.
- Additional discussion was held regarding having Youth Council members volunteer to participate in reviewing the RFP responses. Ms. Williams noted the review process that would be undertaken during this cycle.

10. Board Policy Updates

- Ms. Williams noted that staff was working on an analysis of the Board's current On-the-Job Training and Work Experience policies.
- She indicated that the analysis would focus on the outcomes of the current of the initiatives and whether new policy language should be adopted that would set aside a percentage or a hard dollar amount of new workforce funds in the coming program year.
- Ms. Williams said that staff would have additional information in upcoming meetings on any recommended policies.

11. Increased Private Sector Involvement

- Ms. Williams indicated that as part of the Summer Youth Employment program, staff will lead a brainstorming discussion of how to further engage the private sector in youth work readiness activities.

12. Partnership Opportunities

- Ms. Williams gave an update on recent meetings with partners including Lake County Partners, the Lake County High Schools Technology Campus and the College of Lake County.
- It was noted that the Educational Eco-System involving CLC, Workforce Development and Lake County Partners has been working collaboratively on a joint initiative.

13. State of the Youth presentation for HCS Committee of County Board

- Ms. Williams provided the Youth Council with an overview of the State of the Youth Report that was shared with the HCS Committee of the County Board.
- The Youth Council expressed its appreciation for the fine work that had been completed on compiling the Report.
- Ms. Williams indicated that it was staff's intent to have the Report updated on every two years.

VIII. Next Scheduled Meeting – January 12, 2016

IX. Adjournment

- Upon a motion by Member Statter, seconded by Member Castellanos, the meeting was adjourned at 5:20 pm.

**Youth Council
Meeting Minutes
Tuesday, January 12, 2016, 4:00 P.M.
Waukegan Job Center, 1 N. Genesee Street, 1st Floor, Waukegan, IL**

Present: Germain Castellanos, Tim Kirschner, Mary Marsolek, Monika Schwander, Jennifer Serino Stasch, Patrick Statter, Jim Ross, Christine Hammerlund, Sylvia Johnson

Absent: Vicky Burger, Greg Burns, Ali O'Brien, Gary Thompson

Staff: Gary Gibson, Bethany Williams, Jennifer Everett, Amy Onan

XIII. Call to Order

The meeting began at 4:05pm.

XIV. Meeting Minutes and Meeting Notes

None.

XV. Public Comment

None.

XVI. Chairman's Report

None.

XVII. Old Business

None.

XVIII. New Business

None.

VII. Staff Report

14. RFP Process for 2016 – 2017 Contracts

- Ten proposals were received in response the RFP for WIOA Youth Services, including 2 in-school and 8 out-of-school proposals.
- Staff will review the process for review of the proposals.

15. Summer Youth Employment Program (SYEP) 2016

- The application for the 2016 Summer Youth Employment Program will be open February 1 – 29 and will be available online and in the Job Center. Staff will update the Council on participant outreach efforts.
- Again, we will pursue placement for summer workers in private sector workplaces. Staff will update the Council on strategies for the private sector portion of the program.

16. Update on Youth Individual Training Accounts

- Staff will present an update on individual training accounts for youth.

17. Update on PY15 Contract Programs

- Staff will provide an update on the current youth program contracts.

18. WIOA Four-Year Local Plan Update

- Staff is working with the planning consultant on development of the new WIOA Four-Year Local Plan.
- Public Meetings will be held on January 13th and 14th to provide an opportunity for public input.
- Staff will review work completed to date as well as upcoming opportunities for Board Member involvement.

19. Memorandum of Understanding (MOU) Update

- Pursuant to the provisions in WIOA, the State's Department of Commerce has developed new guidelines/policy regarding establishment of an MOU regarding the programs and services to be offered at the Job Center by the Job Center Partners.
- Discussions with the Job Center Partners for the MOU are underway in conjunction with the discussions involving development of the new Four-Year Plan.
- Staff will provide an update on activities and will also provide information on the timeframe for establishment of the MOU.

VIII. Next Scheduled Meeting – March 8, 2016

IX. Adjournment

**Recommended Awards
2016 – 2017 WIOA Youth Services**

| PROPOSER | PROGRAM TYPE | BUDGET | # SERVED | \$/YOUTH | PROGRAM HIGHLIGHTS* |
|---------------------------------------|---------------------|---------------|-----------------|-----------------|---|
| Waukegan High School | In-School | \$74,995.95 | 17 | \$4,411.76 | The Shine Leadership Program includes programming to ensure that participants graduate high school, complete a 130 hour paid work experience with multiple placements, and are prepared to transition to college. The program includes 4 dual credit (high school/college) courses taught through the College of Lake County. |
| Zion Benton Township High School | In-School | \$74,998.15 | 20 | \$3,749.91 | The Jobs for Bees Program includes programming to ensure that participants graduate high school, complete a 180 hour paid work experience in a workplace within their desired career field, and are prepared to continue toward their identified career goal after high school. |
| Business & Career Services | Out-of-School | \$66,542.19 | 12 | \$5,545.18 | The Manufacturing Careers Internship Program includes manufacturing boot camp training, and 240 hours of paid work experience with area manufacturers. |
| First Institute Training & Management | Out-of-School | \$195,162.33 | 23 | \$8,485.32 | The FITM Medical Office Assistant Program includes FITM's certificate program, testing fees, and 100 hours of paid work experience at area medical and veterinary offices. |
| Waukegan High School | Out-of-School | \$194,267.19 | 30 | \$6,475.57 | The WHS Pharmacy Technician Program includes the certificate program at CLC, testing fees, customer services training, and 155 hours of paid work experience at area Walgreen's pharmacies. |
| YouthBuild Lake County | Out-of-School | \$109,348.78 | 25 | \$4,373.95 | The YouthBuild Program builds off of the existing U.S. Department of Labor YouthBuild construction model |

| | | | | | |
|--------------------------|---------------|---------------------|------------|-------------------|---|
| | | | | | to offer expanded construction-related credentials and 125 hours of paid work experience at the YouthBuild construction sites and with area employers. |
| Youth Conservation Corps | Out-of-School | \$107,231.00 | 10 | \$10,723.10 | The YCC HVAC Program includes the HVAC/R certificate program at CLC, high school diploma instruction for those participants who have not completed their diploma, and a paid 151 hour work experience with local HVAC/R installation companies. |
| TOTAL | | \$822,549.59 | 137 | \$6,004.01 | |

* All programs include the required WIOA program elements. Certain elements are highlighted here to reflect the diversity of program design.

POLICY X: Youth Eligibility

I. Background

- a. Under Workforce Innovation and Opportunity Act (WIOA) section 129(a)(1)(B), an out-of-school youth (OSY) is an individual who is:
 - i. Not attending any school as defined under state law, individuals attending Adult Education provided under Title II of WIOA, Youth Build or Job Corps are also classified as out-of-school youth;
 - ii. Not younger than age 16 or older than age 24 at the time of enrollment; and
 - iii. One or more of the following:
 1. A school dropout as defined by the state;
 2. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter as defined by the school district and the applicable school based on the student's residence or assignment;
 3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - a. Basic skills deficient (20 CFR 681.290); or
 - b. An English language learner.
 4. Subject to the juvenile or adult justice system;
 5. Homeless, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
 6. Pregnant or parenting;
 7. An individual with a disability;
 8. A low-income individual requiring additional assistance to enter or complete an educational program to secure or hold employment.
- a. Under WIOA section 129(a)(1)(C), an in-school (ISY) is an individual who is:
 - iv. Attending school as defined under state law, including secondary and postsecondary school;
 - v. Not younger than age 14 or (unless an individual with a disability who is attending school under state law) older than age 21 at the time of enrollment;
 - vi. A low-income individual; and
 - vii. One or more of the following
 1. Basic skills deficient;
 2. An English language learner;
 3. An offender;
 4. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
 5. An individual who is pregnant or parenting;
 6. An individual with a disability;

7. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

II. Definitions

- a. According to WIOA, a youth living in a “high-poverty area” is automatically considered to be a low-income individual. For the purposes of establishing youth participant eligibility under WIOA, a youth living in a high-poverty area is a youth living in a high school district where more than 25% of the students are considered “low income” by the Illinois State Board of Education in their Illinois Report Card for the most recent year available.
(<http://www.illinoisreportcard.com/>)
- b. A youth that requires additional assistance to enter or complete an educational program or to secure or hold employment is any youth who:
 - i. Has lost a parent or caregiver due to:
 1. Death,
 2. Divorce,
 3. Incarceration,
 4. Military deployment, or
 5. Other separation; or
 - ii. A youth that has been referred by their school to the Lake County Regional Office of Education’s Attendance and Truancy Division (ATD) due to poor attendance/truancy.

Percentage of Low-Income Students by High School District in Lake County
Source: Illinois Report Card, Illinois State Board of Education, 2014-2015

| SCHOOL DISTRICT | PERCENTAGE OF LOW-INCOME STUDENTS |
|------------------------|--|
| Stevenson | 0% |
| Antioch | 21% |
| Barrington | 21% |
| Deerfield | 4% |
| Grant | 37% |
| Grayslake Central | 12% |
| Grayslake North | 12% |
| Highland Park | 17% |
| Lake Forest | 4% |
| Lake Zurich | 15% |
| Lakes | 14% |
| Libertyville | 5% |
| Mundelein | 39% |
| New Tech Zion Benton | 58% |
| North Chicago | 83% |
| Round Lake | 61% |
| Vernon Hills | 13% |
| Warren | 22% |
| Wauconda | 31% |
| Waukegan | 63% |
| Zion Benton Township | 63% |