

YOUTH COUNCIL AGENDA



Date: Tuesday, December 12, 2017
Time: 8:00 A.M.
Place: CareerSource Research Coast
584 NW University Blvd., Suite 100
Port St. Lucie, Florida 34986
772-335-3030

<https://www3.gotomeeting.com/join/388212486>
Dial 1 877 309 2070
Access Code: 388-212-486

1. Welcome, Attendance & Pledge of Allegiance
2. Youth Connections Performance Report
- ** 3. WIOA Youth Literacy and Numeracy Policy
4. Youth Build Program Update

INFORMATION ONLY

5. Other Business
6. Set Agenda Items for next Youth Council Meeting – February 6, 2018
7. Adjournment

**** Indicates voting item and open for public comment**

AGENDA ITEM SUMMARY

TITLE:	Program Performance Report
STRATEGIC GOALS	Operational Intelligence
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act/Board – Youth Council Responsibility
ACTION REQUESTED:	Review and Discussion
BACKGROUND:	<p>The Youth Council is responsible for monitoring the performance of all youth programs. Staff will review the progress of the partnership with Eckerd to ensure goals for the WIOA youth program are being met.</p> <p>Youth Connections staff operates out of 4 office locations: Martin County/East Stuart, St. Lucie County/St. Lucie West, St. Lucie County/Fort Pierce, and Indian River County/Vero Beach. Youth Program Career Coaches will give an update on site activities.</p>
STAFF RECOMMENDATION:	None, Information only
SUPPORTING MATERIALS:	Eckerd Youth Services Program Contract Monthly Performance Report through November 2017 and Verbal Report from Youth Program Career Coaches.
BOARD STAFF:	Jodi McNamara, Youth Programs Coordinator jmcnamara@careersourcerc.com (866) 482-4473 x. 414

November 2017 Monthly Performance Report

	Current Month	YTD	Goal
New Enrollments/Registrations	6	41	85
Out of School	6	39	
In School		2	
Carry Forward Youth		212	
Out of School		184	
In School		28	
Total Served		253	285
Out of School		223	
In School		30	
Exited with Positive Outcome	13	61	112
Achieved Credential	13		
Work Experience Placements	4	25	72
Work Experience Completions	7	46	61

AGENDA ITEM SUMMARY

TITLE:	WIOA Youth Literacy and Numeracy Policy
STRATEGIC GOALS	Operational Intelligence
POLICY/PLAN/LAW:	Workforce Innovation & Opportunity Act (WIOA) Youth Regulations
ACTION REQUESTED:	Review and Approve
BACKGROUND:	<p>The Workforce Innovation and Opportunity Act (WIOA) requires that applicants to the WIOA Youth program take a Test of Adult Basic Literacy (TABE) at time of enrollment, or no more than six (6) months prior to enrollment. WIOA regulations also govern the enrollment of youth deemed as “basic skills deficient” at time of enrollment per TABE scores, and the administration of post-TABE tests prior to file closure.</p> <p>LWDA 20 drafted a local policy to provide written guidance regarding WIOA Youth Literacy and Numeracy requirements.</p>
STAFF RECOMMENDATION:	Approve the WIOA Youth Literacy and Numeracy Policy
SUPPORTING MATERIALS:	WIOA Youth Literacy and Numeracy Policy Draft
BOARD STAFF:	Jodi McNamara, Youth Programs Coordinator jmcnamara@careersourcerc.com (866) 482-4473 ext. 414



PURPOSE

To provide guidance to Workforce Innovation and Opportunity Act (WIOA) Youth Staff on obtaining, recording, updating and verifying Literacy Numeracy gains for WIOA participants.

REFERENCES

Section 129 of the Workforce Innovation and Opportunity Act.

BACKGROUND

Section 129 HR 803-81 and 803-84 of the WIOA regulations specify that basic skills, to include literacy and numeracy, must be established for each participant at the time of enrollment or for a period not longer than six (6) months prior to enrollment. Section A (24) 3 (aa) permits WIOA program enrollment for individuals who lack any other WIOA-defined barriers and are basic skills deficient at the time of enrollment or up to six (6) months prior to enrollment.

POLICY

In local workforce development area 20 (LWDA20), a Test of Adult Basic Skills, or TABE as it is commonly known, will be administered at the time of enrollment or up to six (6) months prior to enrollment for each WIOA Youth participant. Paper tests or web-based tests are acceptable. All youth will test at no lower than a "D" level. Additionally, TABE test results from licensed testing sites (colleges, adult education programs, etc.) may be accepted as long as the test date is no more than six (6) months prior to the WIOA Youth enrollment date.

Participants are considered "basic skills deficient" if their TABE test results are at an Educational Functional Level (EFL) of 6 or below. Participants are considered "basic skills sufficient" when their TABE test results are at an EFL of 7 or above.

Valid TABE test results may be used to qualify an individual for WIOA Youth enrollment as a barrier if that individual is the recipient of a high school diploma or its equivalent, is low-income and is basic skills deficient as evidenced by TABE test results.

Post TABE tests must be administered to all youth who enter the WIOA Youth program as basic skills deficient in either literacy or numeracy. Post tests may only be given in the area of deficiency and must be conducted at or above the level of the original TABE or at a minimum of a level "D", whichever is higher. It is required that all WIOA Youth participants who are basic skills deficient at the time of enrollment complete a post-TABE assessment on or before the 1 year anniversary date of their original TABE used for enrollment. Post TABE assessments completed after the 1 year anniversary date of the original TABE are in direct violation of this policy. WIOA enrolled youth must continue to take a post TABE test every year on or before the anniversary date of their original TABE until sufficiency is reached in both literacy and numeracy scores for as long as the WIOA youth file remains active.

PROCEDURE

I. Enrollment TABE/Literacy Numeracy Benchmark

All potential WIOA Youth enrollments must be TABE tested prior to enrollment into the WIOA Youth program. The following guidelines should be used for the initial TABE test:

- 1.) TABE tests can be administered by someone other than WIOA Youth Program staff, providing they are a certified TABE proctor or a local education institution.

- 2.) TABE tests cannot be dated more than six (6) months prior to the enrollment date.
- 3.) Enrollment TABE tests must include both reading and math, language is optional.
- 4.) TABE scores must be entered into Employ Florida at the time of enrollment.
- 5.) If a youth participant is basic skills deficient based on TABE scores, a Basic Skills activity code (414) must be opened in Employ Florida for the youth participant at time of enrollment.

II. Post TABE Test Requirements

- 1.) All youth participants must have a post TABE entered into Employ Florida on or before the anniversary date of each year from the date of the original TABE test.
- 2.) All youth participants that have not attained sufficiency in at least one area at the time of exit are required to submit to a post TABE test at the time of exit. If sufficiency is not attained at time of exit, an additional TABE must be conducted within 90 days of exit.
- 3.) Basic Skills activity code (414) is to remain open until sufficiency has been attained or until the youth participant exits the program, whichever occurs first.

III. TABE Documentation Requirements

- 1.) All TABE information must be entered into the Literacy and Numeracy section of the program screen in the Employ Florida system.
- 2.) If a TABE test was dated prior to the enrollment date, the anniversary date to be used is that of the original test date and not the WIOA Youth program enrollment date.
- 3.) EFL will be used to determine basic skills levels and increases.
- 4.) Dates on TABE tests must match dates entered into Employ Florida.
- 5.) Original TABE test must be uploaded into Isynergy at time of enrollment and within 5 days of any subsequent TABE tests administered.
- 6.) All files closed without post TABE requirements will result in an immediate internal file review and additional training for the assigned staff.

AGENDA ITEM SUMMARY

TITLE:	Youth Build Program
STRATEGIC GOAL:	Clear, Credible and Trustworthy Commitments and Projects
POLICY/PLAN/LAW:	Workforce Innovations and Opportunities Act
ACTION REQUESTED:	Information Only
BACKGROUND:	<p>IRSC applied for a Youth Build grant. The Youth Build grant was awarded and CSRC is a required key partner of the grant. Building Fort Pierce encompasses all of Fort Pierce and targets 16 to 24-year old participants who have dropped out of school. Requirements include attending GED, Vocational and college classes all while building Habitat for Humanity homes. Training will last four (4) months. Fifty (50) participants, over a two-year period, twenty-five (25) each year.</p> <p>At the completion of the training, students will: 1) Obtain a High School diploma or GED; 2) Obtain Industry-Recognized Certifications (NCCER One and Two); 3) Obtain a safety OSHA10 certificate; 4) Establish a career path by articulating obtained certifications with a PSAV College Certificate, and earning college credit toward an AS degree in Building Construction Technology; 5) Solve problems using critical thinking skills, creativity, and innovation; 6) Use information technology tools; 7) Describe the importance of professional ethics and legal responsibilities; 8) Demonstrate personal money-management concepts, procedures and strategies; 9) Demonstrate leadership and teamwork skills needed to accomplish goals and objectives; 10) Explain the importance of employability and entrepreneurship skills; 11) Understand energy-efficient techniques for renovating an existing building; 12) Understand fundamental principles of electrical and plumbing installations; 13) Understand fundamental principles of Air Conditioning systems and installations; and 14) Obtain the skills to find sustainable, gainful employment.</p>
STAFF RECOMMENDATION:	None, information only
SUPPORTING MATERIALS:	None
BOARD STAFF:	Jodi McNamara, Youth Programs Coordinator jmcnamara@careersourcerc.com 866-482-4473 x. 414