

# III (A) (1)

## Minutes (Meeting of 3/23/10)

{Action}

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## **DRAFT**

### **YOUTH COUNCIL COMMITTEE MINUTES**

**Tuesday, March 23, 2010**

**Afternoon Session 1:30 P.M. – 3:30 P.M.**

**San Jose One-Stop  
1290 Parkmoor Ave.  
San Jose, CA 95126  
408.794.1100  
[www.work2future.biz](http://www.work2future.biz)**

**Bryan Vanhuystee, Committee Chair  
Sandra Murillo, Vice Chair  
Angela Cipperly, Committee Secretary  
Alex Fernández, Committee Staff**

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# DRAFT

## MINUTES 1:30 P.M.-3:30 P.M. AFTERNOON SESSION

### I. Opening Remarks

Bryan Vanhuystee, Committee Chair, opened the meeting with Opening Remarks.

### II. Roll Call

Bryan Vanhuystee called the meeting to order at approximately 1:35 p.m. Angela Cipperly, Youth Program Manager, took roll and confirmed quorum.

**Members in attendance:** Philip George, Robert Hennessy, Van Le, David Torres, Bryan Vanhuystee, Cpt. Toby Wong, Erin Wright.

**Absent:** Denise Boland, Benny Boveda, Dr. David Matuszak, Jennifer Yates.

**Members that arrived after roll:** Sandra Murillo

### III. Public Comments

No public comments.

### IV. Consent Calendar

No consent items.

### V. Agenda Items

#### A. Old Business

##### 1. Approval of Minutes

{Action}

Motion made to approve the Minutes of the Youth Council Committee meeting held on January 12, 2010 as presented.

Motion: Robert Hennessy

Second: Erin Wright

The motion carried unanimously.

#### B. New Business

##### 1. WIA Reauthorization/ARRA Expenditure Update

{Discussion}

Christopher Donnelly, Assistant Director, informed the committee that there has not been an update released regarding to WIA authorization due to Congress' efforts on health care. It is anticipated that the WIA reauthorization will not happen this year and most likely will take place next year. In addition, the Assistant Director, informed the committee that three summer jobs bills were defeated in the Senate. At this time, it does not appear that there will be another stimulus funded summer program.

In regards to WIA/ARRA expenditure update, work2future is on target (currently at 85% of expenditures) and on target to spend 100% of the funding by Sept. 30, 2010.

**2. ARRA Youth Program Updates {Discussion}**

Richard Martinez, Project Manager, provided an overview of the WELD program which is currently wrapping up services this week. The program began with 157 and 143 have completed the program. Youth report a strong attachment to work site supervisors and number of job offers have been made. 37 youth were enrolled into National Retail Federation training and 36 youth passed the test and will receive their national certificate.

The Green Cadre program is up and running. Currently, 37 participants have earned National Center for Construction Education and Research (NCCER) which covers green construction, green practices, etc. Green Cadre is working with Our City Forest. In addition, they will be earning their OSHA 10 certificate and First Aid & CPR training.

Currently there are 23 participants enrolled in the College Internship Program. These 23 participants are working at 17 nonprofit worksites. The previous cycle of the program had 19 participants enrolled.

**3. Summer Program 2010 {Discussion}**

Richard Martinez, Project Manager, provided an overview of the proposed 2010 Summer program. The proposed program will be funded by two different ARRA funding streams – (1) through the County of Santa Clara and (2) work2future carryover funding, given the funding sources the program design will have two components:

Component One - 200-250 WIA eligible youth ages 18-24 and

Component Two - 800-840 low income participants as defined by the County of Santa Clara criteria ages 15-17 years old. Both components would run from June 28-August 20, 2010, throughout Santa Clara County.

These are preliminary proposals; and have not been finalized at this time. We are still developing the budget in order to present to the County for approval. All youth would be City of San José employees and all case management will be out of the work2future office. There is a possibility that we may subcontract services to NOVA, so that NOVA may provide services in their designated service area.

**4. Youth Contractors Mid-Year Performance Update {Discussion}**

The Assistant Director, informed the committee on the information that will be presented by each of the contractors in order to provide an overview of their Mid-year performance and up to date on measurements as of Feb. 24, 2010.

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Angela Cipperly, Youth Program Manager, presented the contractor performance, as of Feb. 24, 2010.

work2future staff from MIS, Contracts and Fiscal provided a brief overview of their area of responsibility and how that impacts program performance reporting.

Meredith Studebaker, MIS Staff Specialist, provided an overview of the Literacy/Numeracy performance measure and actual numbers in the JTA system. Meredith also provided an overview of PY 08-09 carryovers into PY 09-10.

Colleen Arnold, Contract Analyst, provided an overview of the contracts monitoring process, which consists of case management, corporate priorities and participant file review. Colleen noted that the issues she found revolve around documentation of services. If a service is being provided, but not documented in the case file, there is no way of it being recorded positively or negatively, in part of her review she often found partial documentation. Some examples: include an incentive or supportive service being provided without proper documentation/justification. She also found a few issues with enrollment documentation, mainly missing one piece of documentation for enrollment or missing a completed packet documentation for enrollment.

Denise Lum, Accountant, provided an overview of the fiscal monitoring for PY 09-10. From her preliminary results, she reported that there were no disallowed costs, but there were some administrative concerns. In terms of policies and procedures, there were several instances that were of concern: a missing purchasing policy, an incident reporting policy and incomplete property log. In terms of fiscal concerns, the first fiscal concern was the cost allocation plan in which the methodology was not valid or supported. The second concern was related to salaries – work2future wants an overall picture of each employee working on WIA as well as a detailed description of any other programs that they are supporting. The third fiscal concern was incomplete back-up documentation on invoices for operating expenses that were billed to the WIA program. It was clarified by Denise, that although these are the issues/concerns this time, they are not the same concerns that were addressed in previous years.

Each youth contractor presented an overview of their individual programs and most current performance to date.

Mariah Artley, Youth Program Manager presented for CTC, David Mirrione, Youth Program Manager presented for Workforce Institute and Olga Madera, Case Manager, presented for San Jose Conservation Corps.

### **5. ARRA Summer State Monitoring Update {Informational}**

Angela Cipperly, Youth Program Manager, provided an overview on the ARRA Summer Youth Program state monitoring of August 31, 2009-Sept. 3, 2009. The monitoring report outlines four (4) state findings. The four findings include: (1)

overuse of applicant statements to establish low income status- work2future addressed this by submitting UI forms to EDD in order to verify that participants are income eligible for the program, (2) participants that were allowed to begin program prior to issuance of work permits and four participants had no work permits- work2future will effective immediately request that work permits be submitted prior to having youth begin working at worksites, we will also be working closely with the school districts to ensure this is addressed, (3) youth files were missing work site questionnaires- work2future was able to submit 24 of the 27 missing questionnaires prior to audit and will be forwarding to the state the 2 of the 3 remaining questionnaires, (4) work sites did not provide sign-in and sign-out sheets to track start/end times and lunch periods-work2future is currently developing a revised timecard that will properly record start/end times including lunch breaks.

**C. Planning and Information**

1. **Set Items for Next Agenda** **{Informational}**
  - 1) Summer Youth Program 2010 Update
  - 2) Contractor Funding for PY '10-'11
  - 3) Election of Chair and Vice Chair
  - 4) Presentation by Kim Walesh on the City's New Economic Development Strategy

2. **Youth Council Members' Announcements** **{Informational}**

**WELD Graduations** – March 24, 2010 morning and afternoon sessions.

**D. Next Meeting:**

Tuesday, June 8, 2010, San Jose One-Stop  
1290 Parkmoor Avenue, San Jose, CA 95126

**E. Adjournment**

The meeting was adjourned at 3:20 p.m.