

**Union County Workforce Development Board
Minutes of the Youth Investment Council
Union County Administration Building
Large Conference Room, 4th Floor
July 21, 2017 at 9:00am**

Committee Members:

Pete Capodice, Co-Chair, Union County Vocational Technical Schools

Stephen Nacco, Co-Chair, Union County College

Gloria Durham, Genesis Solutions

James Horne, United Way of Greater Union County

Juanita Vargas, United Way of Greater Union County

Pamela Capaci, Prevention Links

Elizabeth Paskewich, Workforce Development Board

Antonio Rivera, Director, Workforce Development Board

Jeffrey Jackson, Youth Coordinator, Union County Department of Workforce Operations

Minutes

Chairman Pete Capodice welcomed members of the Youth Committee, opened the floor for brief introductions, and opened the floor for discussion on the matter of reviewing the policy recommendation.

Director Rivera addressed the Youth Committee regarding policies and procedures. Specifically, Director Rivera reviewed the youth 20% work experience expenditure requirement under the Workforce Innovation and Opportunity Act (WIOA):

- Workforce Innovation and Opportunity Act (Public Law 113-128), Sections 116 and 129
- Training and Employment Guidance Letter (TEGL) 19-14, Vision for the Workforce

- System and Initial Implementation of WIOA
- TEGL 23-14, WIOA Youth Program Transition
- WIOA Section 129[c][4]

Director Rivera proceeded to elaborate on the requirements of the law:

Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education may include the following four categories: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. The Department encourages local programs to coordinate work experiences, particularly summer employment, with other youth-serving organizations and agencies. As was encouraged through joint letters in past years with the Departments of Health and Human Services and Housing and Urban Development, coordinating with Temporary Assistance for Needy Families, Community Services Block Grant and Community Development Block Grant programs can strengthen local summer jobs efforts.

Work experience is a critical WIOA youth program element. Program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experiences. Similar to the 75 percent OSY expenditure requirement, administrative costs are not subject to the 20 percent

minimum work experience expenditure requirement. The work experience expenditure rate is calculated for after subtracting funds spent on administrative costs. The 20 percent minimum is calculated based on non-administrative local area youth funds and is not applied separately for ISY and OSY.

As a result of the regulatory requirements, the recommendation to the committee is as follows:

In order to comply with the 20% minimum work experience requirement, the following guidance is provided:

➤ **Procurement**

Youth RFP specifications will describe the 20% work experience requirement.

➤ **Contracts**

All youth contracts will include benchmarks setting minimum work experience levels.

➤ **Tracking**

Monthly work experience YTD encumbrances, YTD total expenditures will be tracked and reported as part of the monthly performance report.

➤ **Staffing Costs**

Staffing costs must be reasonable and not exceed 10 percent of the work experience expenditures. Local areas must track funds spent on the 20 percent work experience requirement.

James Horne requested clear delineation on the definition of what an out-of-school youth. Director Rivera requested that

Elizabeth Paskewich provide the committee with a refresher of the technical review.

Elizabeth Paskewich expanded on the information requested as follows:

Under WIOA, an out-of-school youth is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters;
 - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
 - (4) An individual who is subject to the juvenile or adult justice system;
 - (5) A homeless individual, a runaway, an individual who is 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 an individual who is in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability;
 - (8) A low-income individual who requires additional assistance

to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

Dr. Stephen Nacco was appreciative of both the policy recommendation as well as the clarification on the definition of the out-of-school youth. Dr. Nacco recalled that the Workforce Investment Act placed its emphasis on serving in-school youth, while the Workforce Innovation and Opportunity Act shifted the workload towards serving out-of-school youth. Dr. Nacco recommended that the policy recommendations be submitted to the full board for consideration.

Mr. James Horne expressed concerns over the recruitment process for out-of-school youth especially since one cannot recruit high-school drop-outs in the school districts.

Mr. Jeffrey Jackson recommended recruitment through social media, offering incentives like stipends, and securing financial literacy games that would teach youth life and financial education skills.

Chairman Pete Capodice thanked the participants of the Youth Committee and adjourned the meeting at 10:05am.