

WDC Youth & Young Adult Services Committee  
 July 26, 2016 10:00 a.m. – 11:30 a.m.

Eric Hahn, Chair

Joyce Conner, 1<sup>st</sup> Vice-chair

Ron Thalheimer, 2<sup>nd</sup> Vice-chair

Robin Baker

Michelle Burreson

Steve Gear

April Gibson

Darci Gibson

Mike Johnson

Bruce Kendall

Dale King

Dave Lawson

Mark Martinez

Mary Matusiak

Wayne Nakamura

Sharon Ness

Tim Owens

Dona Ponepinto

Patty Rose

Sheila Ruhland

James Walker

Blaine Wolfe

**Committee Focus:**

System of navigation and advising (including navigators and advisors)

- Career interest, pursuit – video format and use of technology
- Motivate and show realistic progression and what it takes to succeed
- Navigate family – not just students

Engage family along with young adults

- Help us help parents message the importance of post-secondary training and other options
- Use family centered multi-generational service delivery model (Kellogg studies)

Topic	Leader	Inform/ Discuss/Act	Time
Welcome Back April Gibson	Dale King	Inform	10 min
Review Prior Meeting Notes	April Gibson	Inform	5 min
YouthWorks	MaryEllen Laird	Inform	20 min
FAFSA and graduation rates across Pierce County. Discuss next steps re FAFSA	Kelly Goodsell/All	Inform/Discuss	30 min
Build next meeting's agenda	April Gibson		5 min

**For Further Discussion**

**Next Steps**

**Next Meeting Dates**

August 23, 2016 - 10:00- 11:30 am
September 27, 2016 - 10:00- 11:30 am
October 25, 2016 - 10:00- 11:30 am
November 22, 2016 - 10:00- 11:30 am
December 27, 2016 - 10:00- 11:30 am

WorkForce Central Staff  
 Linda Nguyen, CEO  
[lnguyen@workforce-central.org](mailto:lnguyen@workforce-central.org)

Deborah, Howell, COO  
[dhowell@workforce-central.org](mailto:dhowell@workforce-central.org)

Jan Adams, Executive Assistant  
[jadams@workforce-central.org](mailto:jadams@workforce-central.org)

WorkForce Central  
 3640 S. Cedar St.  
 Tacoma, WA 98409  
 Fax: 253.830.6848  
[www.workforce-central.org](http://www.workforce-central.org)

**Workforce Development Council (WDC) of Tacoma Pierce County**  
**WIOA Committee Membership Planning Document**  
07-01-16

WDC Youth and Young Adult Services Committee

- Committee Chair is member of WDC and appointed.
- ✓ Since all of WDC members are required to serve on a WDC Committee, approximately 4-6 members of the committee will be WDC members.
- Vice Chair selected from Committee and must be willing to also serve on Coordinating Committee.

Representation	Name, Title, Employer, Email, Phone(s)	WDC Member
Chair of Committee	April Gibson, Administrator Puget Sound Orthopedics <a href="mailto:a.gibson@proliancesurgeons.com">a.gibson@proliancesurgeons.com</a>	✓
Vice Chair of Committee	Dale King Superintendent/COO Tacoma Rail <a href="mailto:dale.king@cityoftacoma.org">dale.king@cityoftacoma.org</a>	✓
1. K-12 Representative	Brandon Ervin, Program Specialist Tacoma Public Schools <a href="mailto:bervin@tacoma.k12.wa.us">bervin@tacoma.k12.wa.us</a>	
2. WA State Department of Social and Health Services		
3. Youth Services/Community Based Organization	Nicholas Bayard, Director The REACH Center <a href="mailto:nbayard@reachtacoma.org">nbayard@reachtacoma.org</a>	
4. Community Based Organization	Kathy Hall, Vice President of Program Services Vadis <a href="mailto:Kathy@vadis.org">Kathy@vadis.org</a>	
5. Business	Michelle Burreson, Workforce Dev. & Integration Sr. Mgr The Boeing Company <a href="mailto:michelle.l.burreson@boeing.com">michelle.l.burreson@boeing.com</a>	✓
6. Business	April Gibson, Administrator Puget Sound Orthopedics <a href="mailto:a.gibson@proliancesurgeons.com">a.gibson@proliancesurgeons.com</a>	✓
7. Business	Tim Owens, Manager Marshalls <a href="mailto:owensbunch@comcast.net">owensbunch@comcast.net</a>	✓
8. Business	Blaine Wolfe, Project Executive Absher Construction Company <a href="mailto:blaine.wolfe@absherco.com">blaine.wolfe@absherco.com</a>	✓
9. City of Tacoma/Tacoma Rail	Dale King Superintendent/COO Tacoma Rail <a href="mailto:dale.king@cityoftacoma.org">dale.king@cityoftacoma.org</a>	✓
10. Labor Representative or Apprentice JATC Representative	Mark Martinez, Executive Secretary Pierce County Bldg & Construction Trades Council <a href="mailto:piercebctc@earthlink.net">piercebctc@earthlink.net</a>	✓
11. Education	Kelly Goodsell, Executive Director - Special Services Puget Sound Educational Services <a href="mailto:kgoodsell@psesd.org">kgoodsell@psesd.org</a>	
12. Education	Michelle Ledbetter, Director Pierce County Skills Center <a href="mailto:mledbetter@bethelsd.org">mledbetter@bethelsd.org</a>	
13. Education	Debra Shanafelt, Director Clover Park School District <a href="mailto:dshanafe@cloverpark.k12.wa.us">dshanafe@cloverpark.k12.wa.us</a>	
14. Community Representative	Isa Nichols, CEO/Executive Director Maxine Mimms Academics <a href="mailto:isanichols@maxinemimmsacademy.org">isanichols@maxinemimmsacademy.org</a>	
15. WA State Division of Vocational Rehabilitation	Kady Kilventon, Rehabilitation Counselor WA State Division of Vocational Rehabilitation <a href="mailto:kilvekb@dshs.wa.gov">kilvekb@dshs.wa.gov</a>	

Workforce Development Council (WDC) of Tacoma Pierce County

WIOA Committee Membership Planning Document

07-01-16

16. WA State Employment Security Department	Erin Blades, Supervisor Employment Security Department <a href="mailto:eblades@esd.wa.gov">eblades@esd.wa.gov</a>	
17. Pierce County Library System		
Workforce Development Council/WorkForce Central Staff	MaryEllen Laird, Director of Adult/Youth & Young Adult Workforce Services 253.448.8283; <a href="mailto:mlaird@workforce-central.org">mlaird@workforce-central.org</a>  LaKesha Egardo-Jones, Project Director ResCare Workforce Services 253.573.6682; <a href="mailto:lakesha.egardo-jones@rescare.com">lakesha.egardo-jones@rescare.com</a>  Debbie Lean, Executive Assistant 253.414.0141; <a href="mailto:dlean@workforce-central.org">dlean@workforce-central.org</a>	

**WDC Youth & Young Adult Services Committee Meeting**  
**NOTES**  
**May 24, 2016**  
**9:30 – 11:00 a.m.**

**WorkForce Central**  
**3650 South Cedar St, Tacoma**  
**Classroom 1**

**Attendees: Dale King, Kathy Hall, Kelly Goodsell, Tim Owens**  
**WFC Staff: Linda Nguyen, MaryEllen Laird, Shellie Willis, Cheri Loiland and Debbie Lean**

AGENDA	NOTES	ACTION ITEMS
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• Vice Chair Dale King called the meeting at 9:35 a.m.</li> <li>• Roundtable introductions were made.</li> </ul>	
<b>2. Review Prior Meeting Notes</b>	<ul style="list-style-type: none"> <li>• Prior meeting notes were accepted as prepared.</li> </ul>	
<b>3. PY16/FY17 Budget Discussion</b>	<ul style="list-style-type: none"> <li>• Linda shared that the WDC and Executive Board approved the budget for WIOA Title 1 funding. Linda discussed the budget noting minor changes from that last iteration. She also commented on the statutory mandates that support direct services and what is included in the Admin category.</li> <li>• Linda shared that when money comes into the state the governor can hold 15% of total funds for discretionary use. This is the second year that he has released approximately \$2 million to support the youth works program. WFC has a staff person who is imbedded at Lincoln High School and Willie K. Stewart Academy – Travis Culp. On July 1<sup>st</sup>, this position will be under the youth services provider, ResCare.</li> <li>• After discussion, the committee thought it would be a good idea to have Travis attend the next committee meeting to share what he does and what his job description would look like if FAFSA support was added.</li> <li>• Kelly shared that Pierce County has an upcoming FAFSA work group where they are trying to pull together some of the key college and district people to have discussions around what needs to happen regionally to help promote FAFSA.</li> <li>• Kelly shared that the Washington State Achievement Council puts on state events throughout the FAFSA season so we have those community</li> </ul>	MaryEllen will ask Travis to attend next meeting.

	<p>events that will continue at colleges and that is where the volunteers are needed.</p> <ul style="list-style-type: none"> <li>• If we pilot a program, we should target rural unincorporated districts. We want the school district with the lowest advanced schooling imprints. PSESD has FAFSA data that will show us which school district needs the most help.</li> </ul>	<p>Kelly get data on FAFSA and graduation rates across Pierce County. (Linda would like to have it broken down by high school if possible).</p>
<p><b>4. WIOA Services to Youth and Young Adults</b></p>	<ul style="list-style-type: none"> <li>• MaryEllen shared that at the last meeting there was discussion over whether or not we want to focus the WIOA service delivery on specific targeted group. As part of the discussion we agreed that we would bring information about what WIOA eligibility is and demographics from the present year and last year of what is being served currently (in packet). Part of what we talked about was that under WIOA the low income requirement for out of school youth was deliberately removed. Kathy raised a concern about this.</li> <li>• The committee went through the categories of service.</li> <li>• MaryEllen stated that at this point in time no one has had to be turned away from services.</li> <li>• Linda appreciates Kathy's thoughtfulness on this.</li> <li>• Tim thinks there is enough oversight and wouldn't feel confident being able to defend an income qualifier outside of the WIOA regulations. Dale agrees.</li> </ul>	
<p><b>5. Other</b></p>	<p>Pierce County Sector Strategies</p> <ul style="list-style-type: none"> <li>• Linda reminded the committee that we commissioned reports on the key sectors that we have identified. CAI is the consulting group that is doing this for us.</li> <li>• Presented a draft report to the committee but it is not being released until it is finalized.</li> <li>• We will use the data to inform K12, the community and young adults. This is priority #2 that this group came up with.</li> </ul>	
<p><b>6. Next Meeting Agenda Items</b></p>	<ul style="list-style-type: none"> <li>• June meeting cancelled. Beginning July, the committee will begin meeting 10:00 – 11:30 knowing that meetings may just go until 11 am. At the first of the year revisit and determine if every other month is better.</li> <li>• MaryEllen will ask Travis to attend July meeting.</li> </ul>	
<p><b>7. Thank You / Adjourn</b></p>	<p>10:35 am</p>	

# Workforce Investment Act Contract

## Quarterly Narrative Report

<b>Project Name: YouthWorks</b>	
<b>Funding Recipient: Tacoma-Pierce County WDC/WorkForce Central</b>	
<b>Contact Person: MaryEllen Laird</b>	
<b>Phone: 253-448-8283</b>	<b>Email: mlaird@workforce-central.org</b>
<b>Reporting Period:</b> <input type="checkbox"/> Jan-Mar <input checked="" type="checkbox"/> Apr-Jun <input type="checkbox"/> Jul-Sep <input type="checkbox"/> Oct-Dec <b>Year: 2016</b>	

**Progress Report** – *Provide a narrative description of project activities conducted during the reporting period. You may also include attachments such as meeting minutes, project activity participants, or other relevant documents.*

The Graduation Coach (GC) has been working to promote Career Cruising, focusing his efforts at Lincoln High School and Willie Stewart Academy. The GC spent this quarter getting ready for the summer. He has been finishing his work with students who are graduating in June, as well as getting ready for summer school to start.

The GC has continued performing tasks to meet planned outcomes that were developed at the beginning of the school year with Tacoma Public Schools (TPS) staff.

- The GC works with students that are credit deficient in order to help them get back on track and achieve their academic goals.
- He works with students on their Career Cruising and their post high school plans.
- As the program continues the plan is to have the coach attend summer school classes to work with students.

**Successes** – *Describe the project's greatest successes during the reporting period.*

The GC has successfully set up a schedule with the school district so that can utilize the summer school classes. The GC will continue to be a presence at Lincoln High School and Willie Stewart Academy through the summer. He will be working with students on their career readiness, Career Cruising and academic plan to excel through next school year.

**Challenges** – *Describe the project's greatest challenges during the reporting period and any strategies/plans to mitigate those challenges.*

A challenge that the GC faced was students running out of motivation at the end of the school year. Students would make appointments to meet with the GC and then not follow through with those appointments. This is a challenge that has shown up consistently toward the end of the school year. However, we have exceeded our fourth quarter goals and have met and/or exceeded our goals for the year.

# Workforce Investment Act Contract

## Quarterly Narrative Report

**Efficiencies** – Describe any activities that provided a cost savings or involved the leveraging of resources to support trainees.

The GC has been asked to help out with student orientations at the Willie Stewart Academy. This provides an extra staff member at the school and also allows the GC to have extra face time with the students. This enables a quicker engagement with the GC and his support services for the students.

**Participants** – Describe the participants served during the reporting period. Include participant outcomes. Report the total number of participants served.

**GC is investing 10 hours per student per school year:** Participants are Tacoma Public School (TPS) students who are primarily located at the Willie Stewart Academy (WSA) and Lincoln High School. Students from WSA are all credit deficient and between the ages of 17-20. The WSA population includes students who have dropped out of school and are now reengaged back into the High School completion program. It also includes students who have fallen behind their graduating class and are working towards graduating on time. The GC supported 62 students from the Willie Stewart Academy and 189 students from Lincoln High School.

The GC works with juniors and seniors at Lincoln High School and has served 251 students during this reporting period. Each student received an overview of their Career Cruising account features as well as their graduation requirements included in their College and Beyond Plan. Students will continue to work with the GC, TPS staff, Career Counselor, and/or Business Mentor to receive ongoing coaching/mentoring during the school year. To date, we have exceeded our planned number of students by one (100.4% of plan).

**Career Goals Identified:** WFC staff worked alongside TPS employees to educate students on the use of Career Cruising to set and meet Career Goals and graduation requirements. To date, a total of 1547 TPS seniors have utilized Career Cruising Assessment Tools to identify Career Goals. We exceeded our planned number of 1400 students by 147 students (110.5% of plan).

**Career Pathway Through High School and Post Secondary Identified:** WFC staff worked alongside TPS employees to educate students in the use of the Career Cruising tools to identify their Career Pathway. 1645 Tacoma Public School seniors have utilized Career Cruising assessment tools to identify their Career Pathway. We exceeded our planned number of 1400 students by 245 students (117.5% of plan).

**WIOA enrolled youths entering employment or post-secondary education:** Our program reported 216 WIOA enrolled youths entering employment or post-secondary education for Program Year 2015, Quarter 4. Our target goal was 170, which we exceeded by 46 and (127.06% of plan).

## Workforce Investment Act Contract

### Quarterly Narrative Report

**Expenditures** – *Are expenditures on target? Are there issues with meeting all expenditure requirements? Please explain your strategy to ensure these funds will be properly utilized and fully expended.*

Our expenditures remained on track through quarter four.

**Participant Status** – *Are project enrollments on schedule? If not, please explain issue and timetable to remedy?*

We have met and/or exceeded our project enrollment for this reporting period and yearly goals.

**Best Practices** – *What is working particularly well? What can be shared about the project that could benefit other providers?*

The Graduation Coach successfully exceeded all programmatic goals, as well as strengthened the partnership between Tacoma Public Schools and Workforce Central. The GC engaged the youth that were at the schools as well as focused on creating relationships with the school staff. The GC was not viewed as a third party but as an additional and beneficial staff member. Through the partnership between staff at the School District the GC was able to connect with more students as well as inform the staff of problems or ideas that could benefit the school and students.