NOTICE OF PUBLIC MEETING

Yolo Youth Opportunity Council (YYOC)
March 26, 2013
3:30 – 5:00 PM
Woodland One-Stop Career Center / Community Room / 25 N. Cottonwood St., Woodland

Committee: Brian Broadway, Shaunda Cruz, Viola DeVita, Ken Garrett, Janis Holt, Steve McPherson, Judy Needham, Maurice Rhoden, Vicki Rich, Tanya Provencher, Joan Tuss and Tico Zendejas

AGENDA

1. Call to Order

2. Public Comment / Announcements – Non-Agenda Items
An opportunity is provided for council members, visitors, staff, or the public to address the Youth Council. A reasonable time limit may be imposed on individual topics or speakers. No action may be taken on non-agenda items.

3. Consider Agenda Approval

4. Review/Approve: YYOC Minutes for May 22, 2012 (Attachment) Page 1


7. Youth RFP Program Year 2013-14
   a. Recommend: DESS move forward with drafting and releasing a WIA Youth RFP to provide the 10 program elements to both in-school and out-of-school youth in Clarksburg, Davis, Knights Landing, West Sacramento, and Woodland. Note: This RFP will not include the Capay Valley, Esparto, and Winters regions since RISE has a current contract to provide WIA Youth Services in those regions. (Attachment) Page 14
   b. Reschedule: YYOC meetings in order to accommodate the RFP process:
      i. Cancel the May 28, 2013, and July 23, 2013, meetings
      ii. Schedule a June 18, 2013 meeting in order to recommend a WIA Youth award
   c. Create: A panel to read and rate those proposals meeting the minimum program requirement; tentatively this is scheduled for June 11-12, 2013

8. Review/Approve: Local Strategic Workforce Development Plan PY 2013-17; Youth Section (Handout)

9. Membership
   a. Review of current membership
   b. Recruitment of former participants, youth who are enrolled in-school and out-of-school

10. Election of YYOC Officers (Attachment) Page 21

11. Other Business That May Come Before the Youth Council

12. Adjourn
Next Meeting:
Scheduled on May 28, 2013 – Proposed Change to June 18, 2013
Community Room
Woodland One-Stop Career Center

Accommodation: In accordance with Section 202 of the Americans with Disabilities Act, if you require special assistance, meeting materials to be in an alternative format, auxiliary aids, or other person to assist you while attending this meeting, we will provide reasonable accommodation to allow participation. Contact Cyndi Sechler at (916) 375-6329 at least 3 business days prior to the meeting to facilitate arrangement. For more about the Yolo County Workforce Investment Board, visit www.yoloworks.org
Yolo County Workforce Investment Board
Yolo Youth Opportunity Council
DRAFT Minutes
May 22, 2012
25 N. Cottonwood Street
Woodland, CA 95695
Woodland One-Stop Career Center

Present: Janis Holt, Brian Broadway, Joan Tuss, Judy Needham, Sedona Tuss, Stream Tuss, Vicki Rich and Shaunda Cruz

Absent: Karen Quintanilla, Ken Garrett, Maurice Rhoden, Panna Putnam, Ronda Adams, Shaunda Cruz, Rona Piña and Steve McPherson

Staff: Nancy O’Hara, Lisa Vincent and Barbara Castillo

Guests: Viola DeVita

1. Call to order/Establish Quorum - Welcome and Introductions

Meeting called to order by Nancy O’Hara at 3:52 p.m.

2. Public Comment / Announcements – Non-Agenda Items

An opportunity is provided for council members, visitors, staff, or the public to address the Youth Council. A reasonable time limit may be imposed on individual topics or speakers. No action may be taken on non-agenda items.

None.

3. Consider Agenda Approval

Judy Needham moved to approve agenda; Vicki Rich seconded; motion passed.

4. Consent Agenda - Approved with one motion unless item withdrawn for discussion.

a. Yolo Youth Opportunity Council Minutes for March 27, 2012

Brian Broadway moved to approve minutes for March 27, 2012; Shaunda Cruz seconded; motion passed.

5. Regular Agenda

a. Reappointment of YYOC Member: Vicki Rich-Educational Entity/Department of Employment and Social Services
b. Reappointment of YYOC Member: Nancy O’Hara-Yolo County Department of Employment and Social Services/Workforce Investment Act Program
c. Receive YYOC Member notice of term expiration of July 14, 2012; Dr. Ronda Adams-Educational Entity/Yolo County Office of Education
d. Receive YYOC Member notice of term expiration/resignation: Ron Piña-Educational Entity/Career and Technical Education
Shaunda Cruz moved to approve the amended Agenda as Vicki Rich-Educational Entity/Davis High School and Nancy O’Hara-Yolo County Department of Employment and Social Services/Workforce Investment Act Program; Judy Needham seconded; motion passed.

6. **Other Business That May Come Before the Youth Council**

Viola DeVito needs volunteers for May 30 through June 1, 2012 to help interview individuals for the Work Ready Certificate.

A stipend, provided by a private business, will be awarded to Sedona and Stream Tuss for their participation. Joan Tuss would like to continue her participation on the Youth Council when Sedona and Stream attend Sonoma State in the Fall of 2012.

Brian Broadway: Job Corp
As of June 1, 2012 Job Corp will be offering health components: CNA (Certified Nursing Assistant), CMA (Certified Medical Assistant), and Pharmacy Tech. These courses will be added to the other courses that were previously offered: Construction, Mechanic, Carpentry, Security Investigation and Landscaping. There are 23 female beds available. Tours of the campus are held every Tuesday at 1:00.

7. **Adjourn**

   Meeting adjourned at 4:49 P.M.

**Next Scheduled Meeting:**
July 24, 2012
3:30 – 5:00 PM
25 N. Cottonwood St.
Woodland, CA 95695
Community Room
Yolo County Workforce Investment Board
Yolo Youth Opportunity Council
Informational Minutes
January 22, 2013

25 N. Cottonwood Street
Woodland, CA 95695
Woodland One-Stop Career Center

Present: Janis Holt, Judy Needham, Ken Garrett, Viola DeVita and Tico Rodriguez
Absent: Brian Broadway, Joan Tuss, Maurice Rhoden, Steve McPherson, Vicki Rich and Shaunda Cruz
Staff: Tanya Provencher, Lisa Vincent, Cyndi Sechler and Barbara Castillo
Guests:

1. **Call to order**

   Meeting called to order by Janis Holt at 3:40 p.m.
   No quorum present.

2. **Public Comment / Announcements – Non-Agenda Items**

   An opportunity is provided for council members, visitors, staff, or the public to address the Youth Council. A reasonable time limit may be imposed on individual topics or speakers. No action may be taken on non-agenda items.

   Tanya Provencher introduced Cyndi Sechler to the members as she will be taking minutes for the Youth Council.

   Janis Holt handed out a calendar and the annual report for 2013 created by Yolo County Housing.

   Janis announced she will be resigning from the Youth Council. Her term ends May 2013 but she is willing to continue as Chair of the Youth Council until a replacement is found.

3. **Consider Agenda Approval**

   Not able to consider agenda due to lack of quorum.

4. **Approve YYOC Minutes for May 22, 2013**

   Not able to approve minutes due to lack of quorum.

5. **Review/receive YYOC Informational Minutes for September 27, 2012**

   Members received the informational minutes from September 27, 2012.
6. **Election of YYOC Officers**

   Tico Rodriguez is interested in becoming the Chair of the Youth Council. In addition, Tico would like to open the opportunity to other members who would also be interested.

   Janis Holt will submit her resignation letter to Lisa Vincent.

   Members discussed changing the Youth Council meeting time to the morning, possibly after the bi-monthly WIB meetings.

7. **CWA Youth Conference Summary Provided by attendees; Judy/DESS and Viola/YCOE**

   Judy Needham enjoyed the conference and the thing that stood out most was the talk about starting a regional meeting. This would allow different counties to come together to ask each other how they are dealing with their challenges.

   Viola DeVita enjoyed the Linked to Education portion of the meeting.

8. **Membership Recruitment; former participants, youth who are enrolled in school, and out-of-school youth**

    Continue to work on strategies to recruit youth to the Youth Council. Need to brainstorm on how to get students interested in Youth Council.

9. **Local Strategic Workforce Development Plan 2012-2017**

    We are working on the 5 Year plan and maybe some input from the Youth Council will be needed.

10. **Other Business The May Come Before the Youth Council**

    None

11. **Adjourn**

    Meeting adjourned at 4:15 P.M.

    **Next Scheduled Meeting:**
    March 26, 2013
    3:30 – 5:00 PM
    25 N. Cottonwood St.
    Woodland, CA 95695
    Community Room
FAX TRANSMITTAL

Date: January 18, 2013

To: Ms. Pamela Miller, Director
Agency: Yolo County Department of Employment & Social Services
Telephone: (530) 661-2750
Fax #: (530)-661-2658

Subject: FINAL report from F&P Review of 2011-12
There were 2 Findings and we closed one, please respond to the open Finding before Feb. 19, 2013. Thank you

From: Denise Kralowski
Agency: EDD, Compliance Review Office
Compliance Monitoring Section
Telephone: (916) 654-5952
Fax #: (916) 654-6096

# of Pages to follow: 8
January 18, 2013

Ms. Pam Miller, Director
Yolo County Department of Employment and Social Services
25 North Cottonwood Street
Woodland, CA 95695

Dear Ms. Miller:

WORKFORCE INVESTMENT ACT
FISCAL AND PROCUREMENT REVIEW
FINAL MONITORING REPORT
PROGRAM YEAR 2011-12

This is to inform you of the results of our review for Program Year (PY) 2011-12 of the Yolo County Department of Employment and Social Services’ (Yolo County DESS) financial management and procurement systems for activities funded by Workforce Investment Act (WIA). This review was conducted by Ms. Shannon Kincaid from April 16, 2012, through April 20, 2012. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIA grant, cost allocation, resource sharing of costs, indirect cost rate, and oversight reporting of your subrecipients. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by Yolo County DESS with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2011-12.

We collected the information for this report through interviews with representatives of Yolo County DESS, a review of applicable policies and procedures, and a review of documentation retained by Yolo County DESS for a sample of expenditures and procurements for PY 2011-12.

We received your response to our draft report on October 22, 2012, and reviewed your comments and documentation before finalizing this report. Because your response
adequately addressed the finding one cited in the draft report and we consider the issue resolved. However, your response did not adequately address finding two cited in the draft report and additional action is needed in order to resolve the issue that led to the finding. Therefore; this finding remain open and have been assigned Corrective Action Tracking System CATS number 12164.

BACKGROUND

The Yolo County DESS was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system. For PY 2011-12, Yolo County DESS was allocated: $543,793 to serve 56 adult participants; $779,725 to serve 150 youth participants; and $625,832 to serve 57 dislocated worker participants.

For the quarter ending December 30, 2011, Yolo County DESS reported the following WIA expenditures: $358,445.92 for adult participants; $486,844.52 for youth participants; and $375,900.72 for dislocated worker participants. In addition, Yolo County DESS reported the following WIA enrollments: 56 adult participants; 145 youth participants; and 57 dislocated worker participants.

FISCAL REVIEW RESULTS

While we concluded that, overall, Yolo County DESS is meeting applicable WIA requirements concerning financial management, we noted an instance of noncompliance in the area of unallowable costs. The finding that we identified in this areas, our recommendation, and Yolo County DESS' proposed resolution of the finding is specified below.

FINDING 1

Requirement: WIA Section 184(a)(1) states, in part, that recipients of funds shall keep records that are sufficient to permit the preparation of reports required to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully.
Office of Management and Budget (OMB) A-87, Attachment B, Section 27 states, in part, that costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals incidental to such meetings or conferences.

OMB A-87, Attachment A, Section (c)(1)(a) states, in part, that for a cost to be allowable it must be necessary and reasonable for proper and efficient performance and administration of Federal awards.

Observation: We observed that there was an expense item billed to Yolo County DESS, for the Rural Innovations in Social Economics (RISE) contract, that did not have adequate documentation to determine the item is allowable.

The expense payment was a May 2011 claim for the purchase of a luncheon after an all staff meeting held on April 22, 2011. The luncheon totaled $351.20 and 16 percent of the total was charged to WIA, totaling $56.19. The RISE provided documentation of the all staff meeting sign-in sheet and agenda, however, they did not provide documentation or an explanation of how these food expenditures are a necessary and reasonable cost for the administration of the WIA program.

Recommendation: We recommended that Yolo County DESS provide the Compliance Review Office (CRO) with an explanation of how the expenditure for food purchased after a staff meeting was a necessary and reasonable cost for the administration of the WIA program. If Yolo County DESS could not provide an adequate explanation, we recommended that Yolo County DESS reverse the expenditure for this cost from the WIA grant, charge them to a non-federal funding source, and provide documentation of its actions to CRO.
Yolo County DESS Response: The Yolo County DESS stated, in part, the luncheon was reviewed with RISE and it was determined that the expenditures were not a necessary and reasonable cost for the administration of the WIA program. The RISE repaid Yolo County DESS the amount charged to WIA of $56.19. The Yolo County's response provided a copy of the check and documentation of its deposit to the WIA.

State Conclusion: We consider this finding resolved.

PROCUREMENT REVIEW RESULTS

While we concluded that, overall, Yolo County DESS is meeting applicable WIA requirements concerning procurement, we noted an instance of noncompliance in the area of Youth Services. The finding that we identified in this area, our recommendation, and Yolo County DESS' proposed resolution of the finding is specified below.

FINDING 2

Requirement: WIA Section 123 states, in part, that the local board shall identify eligible providers of youth activities by awarding grants or contracts on a competitive basis.

20 CFR Section 664.405(a)(4) states, in part, that the requirement in WIA Section 123 does not apply to the program design framework components, such as services for intake, objective assessment, the development of an individual service strategy, and information and referral services when these services are provided by the local grant recipient.

29 CFR Section 97.36 states, in part, that all procurement transactions will be conducted in a manner that provides full and open competition.
Observation: We observed that Yolo County DESS provides services to younger, in-school youth, in the non-rural areas of Yolo County (West Sacramento, Woodland, and Davis) without consideration of awarding a grant or a contract on a competitive basis. These youth services extend beyond providing the program design framework components as described above. For example, Yolo County DESS also provides comprehensive guidance and counseling, individual tutoring by One-Stop Operator staff, individual adult mentoring by One-Stop Operator staff, supportive services, and follow-up services.

The Yolo County DESS released a Request-For-Proposal (RFP) for Youth Services in PY 2010-11 to provide all ten program elements to rural area Yolo County younger in-school youth and older out of school youth between the ages of 14 through 21. Only one bid was received and a contract was awarded as a sole source procurement to RISE. The Yolo County DESS continues to provide youth services to the non-rural areas without procuring these services on a competitive basis.

We found the same issue in PY 2008-09 and this issue is still open. The Yolo County DESS responded to that finding, and stated, in part, that Yolo County DESS was the most cost effective youth provider and Yolo County DESS was approved to be the youth provider by Yolo County WIB and Yolo County Board of Supervisors on March 28, 2000. The Yolo County DESS' response also stated that if CRO did not accept the information provided to justify them to remain the youth provider it would do a RFP to procure a youth provider for all of Yolo County by June 30, 2011.
In our fiscal and procurement final monitoring report for PY 2008-09, dated March 15, 2011, we responded that although Yolo County DESS’s WIB and Board Supervisors may have approved Yolo County DESS originally to be the youth services provider, its response does not indicate how Yolo County DESS has been determined to be the most qualified provider of youth services for the last ten years, and we recommended that Yolo County DESS implement the corrective action plan (CAP) provided to CRO that states youth services, including all ten program elements, will be procured on an open and competitive basis. As of the date of this review, Yolo County DESS has taken no action to implement its stated CAP to procure a youth provider for non-rural areas of Yolo County.

Recommendation: We recommended that Yolo County DESS provide CRO with a CAP, including a timeline, to demonstrate how it will award WIA grants for youth services on an open and competitive basis for the areas that Yolo County DESS is currently providing these services.

Yolo County DESS Response: The Yolo County DESS stated that, in part, Yolo County DESS has previously stated to CRO, a number of Youth Services RFPs have been issued over the past 11 years which have resulted in Yolo County DESS receiving multiple proposals only once, in 2007. Based on past Youth Services RFPs, the Yolo County Purchasing Manager recommends issuing a Request for Interest (RFI) prior to issuing the RFP. The RFI will be issued in February 2013. This timeline will allow the Yolo County Purchasing Manager time to review WIA procedures and identify resources.

If the Yolo County Purchasing Manager fails to identify possible proposers under the RFI, it is requested that Yolo County DESS be allowed to continue providing services to the non-rural areas until the contract with RISE expires, at which time the Yolo County Purchasing Manager will release a county-wide Youth Services RFP including all ten program elements.
If the RFI indicated sufficient interest, the RFP will be issued by the Yolo County Purchasing Manager, which will allow Yolo County DESS to participate in the RFP process.

The previously mentioned implemented date of Fiscal Year 2012-13 contained in Yolo County DESS’ response to the CRO’s PY 2008-09 Fiscal and Procurement Final Report would be changed. The revised implementation date for an open and competitive basis to procure youth services, including all ten program elements, in non-rural parts of Yolo County would be September 2014.

State Conclusion: Based on Yolo County DESS’ response, we cannot resolve this issue at this time. Because the RISE youth provider serves areas not covered by Yolo County DESS, we do not see the rationale that the Yolo County DESS feels it must wait until the current Rise contract has expired before it releases its county-wide youth Services RFP. The Yolo County DESS is providing services independent of the activities provided by RISE and therefore any procurement action should not be contingent on the current RISE contract.

We again, recommend that Yolo County DESS provide CRO with a CAP, including a timeline, to demonstrate how it will award WIA grants for youth services on an open and competitive basis for the areas that Yolo County DESS is currently providing these services. Please include an update on its proposed RFI activities for February 2013. Until then, this finding will remain open and is assigned to CATS number 12164.

We provide you up to 20 working days after receipt of this report to submit to the Compliance Review Office your response to this report. We faxed a copy of this report to your office on the date indicated above. Therefore, we request your response no later than February 19, 2013. Please submit your response to the following address:

Compliance Monitoring Section
Compliance Review Office
722 Capitol Mall, MIC 22M
P.O. Box 826880
Sacramento, CA 94280-0001

srk:2152:2153
Ms. Pam Miller  
January 18, 2013  
Page eight

In addition to mailing your response, you may also FAX it to the Compliance Monitoring Section at (916) 654-6096.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is Yolo County DESS' responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain Yolo County DESS' responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Ms. Kathy Meyer at (916) 654-9587.

Sincerely,

[Signature]

JESSIE MAR, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc:  Gabriel Garcia, MIC 50  
     Jose Luis Marquez, MIC 50  
     Dathan O. Moore, MIC 50

srk:2152:2153
Required Elements of WIA Youth Programs

**Background:** The Workforce Investment Act (WIA) requires that 10 program elements be made available to all youth who are served by the WIA youth system. “Make available” does not mean that every youth participant must receive services from all program elements; it means that youth have access to these services if they require them to meet their goals. Local WIA programs can provide these services directly or through referral.

### The 10 Required WIA Program Elements

1. Tutoring, study skills, and dropout prevention strategies
2. Alternative secondary school offerings
3. Summer employment opportunities linked to academic and occupational learning
4. Paid and unpaid work experience
5. Occupational skill training
6. Leadership development
7. Supportive services
8. Adult mentoring for at least 12 months
9. Comprehensive guidance and counseling
10. Follow-up activities for no less than 12 months after completion of participation

### Tutoring

**Definition:** Tutoring is designed to improve the academic knowledge and skills of youth in specific areas. It involves a tutor helping a youth acquire knowledge and skills in a specific area. The tutor provides instruction and the youth practices knowledge and skills being taught while the tutor observes. The tutor provides feedback on the youth’s performance, allowing the youth to learn from his or her mistakes.

### Qualifying Tutoring Activities

- Actual instruction
- Regular, structured sessions in which individualized instruction occurs
- Scheduled sessions during which youth may drop in for tutoring
- Instruction based on goals derived from the youth’s individual service strategy (ISS) or goal plans
- Qualified instructor
- Assessment to determine if youth is making progress

### Non-Qualifying Tutoring Activities

- Meetings with teachers or tutors to discuss youth’s progress (this qualifies as case management)
- Supplying books, school supplies (this qualifies as supportive services)
- Paying school fees (this qualifies as supportive services)
- Self-study
- No stated outcomes
- No assessment
**Study Skills Training**

*Definition:* Study skills are a set of abilities that allow youth to learn effectively and efficiently on their own. Study skills training involves instruction and practice activities on a range of strategies from planning and organizing time to reading comprehension, increasing concentration, and test taking. Instruction may be one-on-one or a group activity. Youth may work alone in some practice activities and in groups for others.

**Qualifying Study Skills Activities**
- Training in specific study skills models such as SQ3R or other test-taking or note-taking strategies
- Teaching the importance of organizing study time
- Instruction in how to organize study time
- Instruction with practice
- Feedback after practice

**Non-Qualifying Study Skills Activities**
- Providing calendars and notebooks (this qualifies as supportive services)
- Lecture without practice
- Practice without feedback

**Dropout Prevention**

*Definition:* Dropout prevention strategies are interventions that address causes of youth dropping out of school – disengagement, lack of successful experiences in school, or learning styles not suited to traditional academic instruction. These strategies ensure that youth stay in school to get their high school diploma and continue with some postsecondary education or long-term employment.

**Qualifying Dropout Prevention Activities**
- Participation in a program that has evidence that it reduces dropouts
- Placement in an alternative secondary school services setting
- Involvement of families and community
- Individualized approach based on youth’s individual needs
- Placement in an alternative program for youth who are at risk of suspension or expulsion

**Non-Qualifying Dropout Prevention Activities**
- Early intervention with no follow-up
- Single-strategy, “one size fits all” programs
- Ability grouping
- Setting low expectations for achievement, attendance, and behavior
- Teaching basic skills alone
- Work experience without mentoring or involvement of individual case worker
- Adding classes or extending school day
**Alternative Secondary School Services**

**Definition:** Alternative schools offer specialized, structured curriculum inside or outside of the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in legal custody of the Department Human Services (or similar entity) and are residing in an institution.

**Qualifying Alternative Secondary School Services**
- Second-chance programs for dropouts and out-of-school youth
- Programs that use small learning communities
- Technology-based alternative secondary school services

**Non-Qualifying Alternative Secondary School Services**
- Programs that do not ultimately lead to a diploma or GED
- Programs that do not meet the academic content standards required by No Child Left Behind (NCLB)

**Summer Employment Opportunities Linked to Academic and Occupational Learning**

**Definition:** Summer employment opportunities (SEO) include work experiences that occur no earlier than May 15 and no later than September 30. Youth must be paid a subsidized wage, not stipends or incentives. Additionally, work experience must, to the extent possible, be linked to the youth’s career and employment goals as well as include an academic and occupational learning component linked to the employment experience.

**Qualifying Summer Employment Activities**
- Employment for which youth are paid a wage
- Employment that is linked to the career or employment goal as stated in the youth’s ISS
- Academic and occupational skills training provided in conjunction with employment

**Non-Qualifying Summer Employment Activities**
- Stand-alone summer employment programs that are not linked to year-round programs
- Work experience for which youth receive a stipend or incentives instead of a wage
- Employment that is not in the career field reflected in the youth’s ISS
- Tutoring activities that focus on graduation test preparation, GED preparation, or other academic support that is not directly related to the employment placement
- Unpaid work experience
**Paid and Unpaid Work Experience**

*Definition*: Work experiences are short-term, planned, structured learning experiences that occur in a workplace and are focused on career exploration and the development of work readiness skills. The primary purpose of work experiences is to expose youth to the requirements of work and to employers’ expectations. An employer may benefit from the work done by a youth, but the primary benefit must be to the youth.

**Qualifying Work Experience Activities**
- Paid or unpaid work in the private, for-profit, non-profit, or public sectors with a planned start and end date
- Developing work readiness or employability skills, such as dressing appropriately or answering phones, in a real workplace setting
- Developing personal attributes, knowledge and skills, such as working on a team, in a workplace setting
- Career exploration in a workplace setting
- Developing academic or occupational skills as they relate to a workplace
- On-the-job training for older youth when based on needs identified in objective assessment
- Subsidized employment

**Non-Qualifying Work Experience Activities**
- Classroom-based activities that talk about work abstractly but do not provide realistic experience in the workplace
- An open-ended, self-generated job at a fast food restaurant or other business
- Work that displaces a regular employee
- Regular employment with no planned start and end date
- Unsubsidized employment

**Occupational Skill Training**

*Definition*: Occupational skill training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

**Qualifying Occupational Skill Training Activities**
- Training programs that lead to the attainment of a certificate
- Participation in programs such as Job Corps
- Apprenticeship programs
- Training programs that provide skills necessary to enter or advance in a specific occupation

**Non-Qualifying Occupational Skill Training Activities**
- Work readiness training
- Training not tied to long-term goals in the youth’s ISS
- Training or education that does not lead to entry or advancement in a specific field
- Training or education that does not result in an occupational certificate
**Leadership Development Opportunities**

*Definition:* Leadership development is a broad set of activities that encourage responsibility, employability, and other positive social behaviors. Leadership services may be provided to youth both during participation and after program exit.

**Qualifying Leadership Development Activities**
- Community volunteering
- Service learning
- Peer mentoring or tutoring
- Character education
- Citizenship education, including how and why to vote
- Serving on youth council, community or advocacy organization boards, etc.
- Leadership training, such as how to work in a team, how to run meetings, and diversity training
- Life skills training such as parent education, financial education, goal setting, and conflict resolution

**Non-Qualifying Leadership Development Activities**
- Activities that do not encourage responsibility, employability, or positive social behaviors

**Supportive Services**

*Definition:* Supportive services include assistance such as transportation, child care, dependent care, and housing that is necessary to enable an individual to participate in WIA youth program activities.

**Qualifying Supportive Services**
If necessary for the youth to participate in WIA youth program activities:
- Child care
- Transportation
- Work attire or uniforms
- Tools
- Housing
- Referrals to other community services
- Referrals to medical services

**Non-Qualifying Supportive Services**
- Payments for activities that are not needed in order for the youth to participate in WIA youth program activities
- Purchase of items that are not necessary for youth to participate in program
**Adult Mentoring**

*Definition:* Adult mentoring is a one-to-one supportive relationship between an adult and a youth that is based on trust. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth. Youth should receive adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.

**Qualifying Adult Mentoring Activities**
- Participation in mentoring programs such as Big Brothers Big Sisters
- Virtual adult mentoring via e-mail, teleconferencing, or other electronic communication
- Long-term, structured programs that provide training and support to mentors as well as to youth
- Adult mentoring programs that foster career awareness or positive social behaviors
- Supplementing adult mentoring activities with additional materials and resources

**Non-Qualifying Adult Mentoring Activities**
- Programs designed to last fewer than 12 months
- Activities provided by case managers or service providers unless they meet the definition of adult mentoring
- Only supplying self-help materials on positive life skills
- Any activity that does not include a working relationship and rapport between a youth and an adult
- Case management activities
- Inconsistent or sporadic contact with youth

**Comprehensive Guidance and Counseling**

*Definition:* Comprehensive guidance and counseling is a process of helping youth make and implement informed educational, occupational, and life choices. It includes imparting skills through counselor-directed learning opportunities that help youth achieve success through academic, career, personal, and social development.

**Qualifying Guidance and Counseling Activities**
- Drug and alcohol counseling
- Mental health counseling/therapy
- Career counseling
- Educational counseling
- Supplementing guidance and counseling activities with additional materials and resources

**Non-Qualifying Guidance and Counseling Activities**
- Informal guidance and counseling from well-meaning but inexpert individuals
- Conferences with youths’ teachers without youth being present
- Initial assessment
- Post-test for literacy/numeracy gains
- Supplying self-help resources or materials without personal counseling
## Follow-Up Services

**Definition:** Follow-up services are activities after completion of participation to monitor youths’ success during their transition to employment and further education and to provide assistance as needed for a successful transition. Follow-up services must be provided for not less than 12 months after the completion of participation. The type and duration of services must be determined based on the needs of the youth.

### Effective Follow-up Services

- Regular contact with appropriate frequency with
  - The youth
  - The youth’s employer
  - The youth’s post-secondary academic advisor
- Leadership development activities provided after completion of participation
- Supportive services provided after completion of participation
- Case management activities

### Ineffective Follow-up Services

Follow-up activities that consist solely of occasional, ineffective contacts

- Quarterly phone calls to see if the youth is still working or still in school
- Mail surveys to check if the youth is still working or still in school
- Letters to inquire about status

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TO: Members of the Yolo Youth Opportunity Council  
FROM: Janis Holt, YYOC Chair  
DATE: March 26, 2013  
SUBJECT: Election of Yolo Youth Opportunity Council (YYOC) Officers

**RECOMMENDED ACTION**

1. Open nominations for candidates for YYOC Chair  
2. Vote to elect YYOC Chair  
3. Open nominations for candidates for YYOC Vice Chair  
4. Vote to elect YYOC Vice Chair

**REASON FOR RECOMMENDED ACTION**

Elect officers for the Yolo Youth Opportunity Council; subject to nominations from the floor. Candidates to be elected to serve one-year terms, each officer may be reelected for a second one year term.

**FISCAL IMPACT**

There is no fiscal impact to this action.

**BACKGROUND**

Officers of the Yolo Youth Opportunity Council are elected to serve a one-year term. Additionally, the officers may be reelected for a second one year term.

The Chair is elected to preside over the YYOC meetings, the YYOC Leadership Team Subcommittee meetings, and is appointed to the Executive Committee of the WIB.

The Vice Chair may fill-in for the Chair if unable to attend a scheduled meeting of the YYOC, YYOC Leadership Team Subcommittee meetings, or the Executive Committee of the WIB. Additionally, the Vice Chair may be assigned or requested to perform other duties as are necessary in-lieu of the Chair.

Upon election, the officers will begin their term.

**AGENCY COORDINATION**

No further agency coordination is required.