



**Shared Youth Vision Council  
Meeting Minutes**

**New Jersey Department of Labor and Workforce Development  
1 John Fitch Way. Trenton, NJ 08625**

**Wednesday, September 26, 2018**

**10:00 a.m. to 12:00 p.m.**

**1. Welcome and Introductions**

The Shared Youth Vision Council (SYVC) meeting was called to order at 10:06 am. Council Chair Catherine Milone asked those present to introduce themselves and their affiliation. She also asked that they mention what they wish to gain from the Council today or in the future. Some interests mentioned were:

- See ways state systems can locally intersect.
- Find ways to help youth follow through with credential attainment programs.
- Ways to serve non-WIOA youth.
- Gather helpful information to share with youth.
- Share challenges/ideas members face in getting services to youth.
- Ways to use social media as a tool in reaching out to youth and for youth to share their experience with other youth.
- Secondary and post-secondary support for out of school youth.

Ms. Milone asked members for a motion to approve the minutes from the June 26, 2018 meeting which were provided in the meeting packets. A motion to approve the minutes was provided by Sandra Ciccone and seconded by Curtis Myers and unanimously approved by all.

**2. New Mission Vision Update**

SETC staff member Kyree Robinson gave a brief outline of the February meeting and the work of the Council members in developing a new Mission and Vision Statement. He presented the Draft Policy Resolution SETC #2018-03. The Resolution recommends that the SETC adopt the new Mission and Vision Statements to more precisely reflect the goals and purpose of the Council. Some simple language changes were discussed between members and agreed upon. Mr. Robinson told the group that the Draft Policy Resolution will be amended with those changes before going to Commission Review in November.

### **3. LWD Policy Discussion**

Acting Executive Director Gary Altman opened this discussion by telling attendees that the Department was recently visited by the USDOL to conduct a comprehensive review of programs and systems. This is done every three years. It was recommended by USDOL that policies that are in operation but are not approved by the State Board be formalized in a policy resolution. To be eligible to participate in the WIOA youth program, an individual must be an in-school youth (attending school) or an out-of-school youth (not attending school). He gave the floor to John Bicica to clarify the definition of youth “attending” v. “not attending” school.

Mr. Bicica stated that the USDOL made this request to ensure that local workforce boards have the clarity necessary when enrolling youth in WIOA youth programs. He told members that youth “attending” school means that they are enrolled in a K-12 public or private school, charter school, secondary or post-secondary school, community or four year college.

Mr. Bicica referenced WIOA Eligibility Guidance Section 129 to explain that “not attending” is an individual who has not attended school for the most recent complete school year quarter. He also stated that the Department does not consider providers of Adult Education, YouthBuild, or Job Corps programs to be schools. A draft policy proposal is being completed.

A member wanted to know if a less labeling term besides “drop-out” could be used on the applicant statement when out-of-school youth are enrolling, and asked if the State controls the language. Mr. Altman thought that perhaps the Manage Information System (MIS) may have that answer. He will have this researched and let members know.

### **4. Presentations**

Chair Milone reminded members that at past meetings it was decided that future meetings should be a sharing of best practices in order to replicate successes and good outcomes. She told members that three presenters are in attendance to share their experiences.

Kyree Robinson introduced the first presenter.

#### **Lauren Hill - Camden County Youth One-Stop**

Lauren Hill, manager of the Camden County Youth One Stop began by telling members that their Youth One Stop has dedicated space just for youth and is making a tangible difference in their experience with young people. In May they began to offer a separate orientation just for youth twice a week. It is a more targeted and personalized experience that creates a relationship with them. They have hired two youth counselors and one dedicated MIS person, and in June they added a workshop series with four topics:

- Self-assessment-how do you see yourself now, and in the future.
- Career exploration-what are your interests, what is in demand, what are the requirements, salary, etc.
- Present yourself-application process, mock interviews-often peer to peer and helps them to engage with one another.
- TD Bank-providing introductory course on basic budgeting, savings and credit. Also covered is advice on how social media profiles can effect hiring decisions of employers.

Ms. Hill provided some plans for the next program year. They have two long term providers and have developed a new youth workgroup to work with current providers and to develop partnerships with new agencies. A new initiative they have begun is on-site visits to the Camden County Juvenile probation office on reporting dates to make contact with those youth, help them find part time employment, and provide support with barriers such as transportation. In addition, they meet with probation officers every six weeks together with family members, family support organizations, and drug and alcohol counselors to provide presentations of the services offered. The Assistant Deputy Sheriff has a strong interest in this endeavor and hopes to have juvenile parolees attend these meetings also.

They were recently visited by the USDOL for an evaluation and were given recommendations for better documenting of services to in-school youth, and as a result have done some critiquing. They now have a supportive services policy in place and is before the Board. They are also looking forward to a final report from USDOL with additional recommendations.

Ms. Hill gave each of the members a flow chart to show the path of services their youth receive. Camden County Youth One Stop also uses an excel spreadsheet to track client appointments, missed appointments and movement through programs. The spreadsheet is also useful for making second attempts to reach out to youth who didn't return after orientation or have missed appointments to bring them back into programs and has been very successful.

A short discussion took place concerning the importance of having youth and parent voice for impacting ways of servicing youth and a suggestion was made of having a youth advisory group as part of the Council. Another suggestion was to have social media placed in policy because that is where most young people are at and how they can be better reached.

A member told the group of a digital media resource called Hoopla which is available at many libraries, is free of charge, and offers a series of valuable work related workshops such as videos to teach interviewing skills.

### **Sandra Ciccone – Middlesex County Work Experience**

Sandra presented the best practices of Middlesex County. She explained that work experience accounts for twenty percent of their WIOA funding. She told the group that they have many organizations that are very receptive to hiring their juvenile parole youth especially when they learn that it works like an internship teaching them important soft skills, and that Middlesex County pays their salaries. She gave members copies of their Middlesex County Office of Workforce Development Youth Worksite Agreement for Providers and copies of E.L.I.T.E. Youth Work Site Evaluation which are part of the work experience contract they have with employers.

Sandra shared an example of a twenty-one year old who came in, and after the process of career exploration and aptitude test, was still unsure of what he wanted to do, was placed in a public work job as an auto mechanic assistant for a three month period. The client performed well, was liked by the employer, and realized that the work was a good fit for him. He continued on as a seasonal employee while attending training to become a mechanic.

Sandra explained that providing work experience in a field they think they're interested in before training often helps youth to know if the field is what they want. She stated that the funding for

training should come out of work experience funds since they are directly related and the client is still working.

Ms. Ciccone presented members with fliers of an on line learning tool they now offer called SkillUp Middlesex developed by Skillsoft, a training provider used by Fortune-500 companies. Sandra explained that this learning platform is county funded and offers skills for workforce readiness which they are utilizing for their in-program youth prior to placement in work experience to allow them to explore career pathways, course recommendations and learn the softskills needed.

SkillUp is available to unlimited users and is also a way to assist clients who are not otherwise qualified to receive services, both youth and adult. Their neighboring regional partners are showing an interest in paring with this online learning platform and would share the yearly cost of \$36,000.

Ms. Ciccone told the group that they have recently developed a monthly worksite evaluation for youth and workforce to share the need for new skills or goals to work on. Ms. Ciccone also mentioned that they work with Court Appointed Special Advocates (CASA), an agency that serves abused children and children in foster care. Sandra also stated that the National Alliance on Mental Illness (NAMI) which provides services throughout the country, presented at their last meeting and has a strong interest in in serving clients with homelessness, mental illness, and transportation limitations. Ms. Ciccone noted that this population makes up a large part of the clients they serve in Middlesex County.

Chair Milone thanked Ms. Ciccone for her presentation.

### **Curtis Myers/Mercedes Wilkerson – Burlington County Social Media**

Mr. Myers stated that his agency works as a vendor of Burlington County for youth services. They are responsible for coordinating and collaborating with other partners to ensure that the 14 elements of WIOA are met. Their primary partners promote adult basic education. They include the community college, high schools that offer evening classes, a mental health agency providing counseling, the Chamber of Commerce and the American Job Center who identifies employers for developing work experience.

Curtis explained that he would primarily focus his discussion on the importance of social media for bringing youth into programs because they found that many of their youth were being referred by their friends. He introduced Mercedes Wilkerson, a young intern helping them with providing services. When giving presentations of their services to the Department of Children and Families, schools, probation offices and health clinics etc., they would provide marketing materials and post cards that were written mostly for professionals, but with Mercedes help in editing them, they are now more youth friendly.

Mr. Myers stated that Burlington County has limited transportation so their agency has developed a “go to them” model where they go to meet youth in public places such as the libraries, Starbucks etc. and do their eligibility intake there. Mr. Myers turned his presentation over to Mercedes.

Mercedes shared some of her background and explained her experience as social media manager. She stated that having core values, paying attention and being consistent are key in utilizing social media. She uses a third party app called Hootsuite which allows you to connect with all social networks in one place.

Using this app you may alter and schedule your social media in one day, 1 minute, one time-frame, which makes it easier to manage. Hootsuite offers different packages that varies in cost depending on how many media accounts you are using. She noted that Instagram is like the hub of social media and most widely used. She uses Instagram to post monthly calendars, meetings and even motivational quotes. She added that because youth follow youth on Instagram, they are expanding and building connections.

At the request of the members, Mercedes shared her email address to answer any follow up questions.

## **5. Next Meeting/Adjournment**

Chair Milone and Acting Executive Director Altman suggested moving the discussion of Metrics to the next meeting which is scheduled for November 28, 2018.

Chair Milone thanked the presenters and attendees for their input and adjourned the meeting at 11:57 am.

### **ATTENDANCE:**

Catherine Milone  
Sandra Ciccone  
Charles Crudup  
Lori Godorov  
Lauren Hill  
David McNair  
Curtis Myers  
Sharon Rawlins  
Mercedes Wilkerson

### **LWD/SETC:**

Gary Altman  
John Bicica  
JoAnn Brooks  
Patricia Jordon  
Kyree Robinson