



SACRAMENTO
WORKS CAREER
CENTER

SACRAMENTO WORKS, INC. YOUTH COUNCIL

Date: Thursday, February 5, 2004

Time: **4:00 p.m.**

Location: SETA - Shasta Room
925 Del Paso Blvd.
Sacramento, CA 95815

A G E N D A

1. Call to Order/Roll Call

Category #1: Organize/Optimize

2. Consent Item: Approval of the January 8, 2004 minutes

Category #2 Youth Voice

3. Report from WIA Youth Collaboratives
4. Evaluation & Quality Assurance
Action Item: Review and approval of Quality Assurance Workgroup Implementation plan

Information Items

5. Overview of the Smartware System – Melissa Noteboom
6. WIA Youth Collaborative Monitoring Reports – Bette Blanchard
7. WIA Youth Performance Reports

Category #3 Engaging, Educating & Coordinating – Youth, Community & Projects

- Report back from Youth Council Workgroups
- Youth Leadership & Support

- Community Awareness
- Positive Career Development
- Evaluation & Quality Assurance

8. Other Business – Members of the Board and public

NEXT MEETING: Thursday, March 4, 2004 - 4:00 p.m.

Members: Dr. James Hernandez (Chairperson), Yolette Barnes, Mike Brunelle, LaShelle Dozier, Deanna Hanson, John Koogle, Rick Larkey, Gerry Lawrence, Bina Lefkovitz, Jennifer Lopez, Maurice Read, Anthony Simpson, Larry Sinor, Keri Thomas, William Warwick.

DISTRIBUTION DATE: FRIDAY, JANUARY 30, 2004

SACRAMENTO WORKS, INC.
YOUTH COUNCIL
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, January 8, 2004
4:00 p.m.

1. **Call to Order/Roll Call:** Dr. Hernandez called the meeting to order at 4:05 p.m.

Members Present: John Koogle, Anthony Simpson, James Hernandez, Mike Brunelle, Rick Larkey, Gerry Lawrence, William Warwick, Yolette Barnes, Maurice Read.

Members Absent: LaShelle Dozier, Deanna Hanson, Bina Lefkowitz, Jennifer Lopez, Larry Sinor, Keri Thomas.

Others Present: Mark Snaer, Christine Welsch, Sharon Rawls, Cheryl Rose.

Category #1: Organize/Optimize

2. Consent Item: Approval of November 6, 2003 minutes

Minutes were reviewed; there were no corrections. The minutes were approved by consensus.

3. Organize for Action – Appointment to and break out into workgroups

Ms. Welsch reviewed the various workgroups. Council members chose which committee they would work on. The available sub-committees are:

- Youth Leadership & Support
- Community Awareness
- Positive Career Development
- Evaluation & Quality Assurance

The Council adjourned into their committee meetings.

Category #2 Youth Voice: Report from WIA Youth Collaboratives – No report.

Category #3 Engaging, Educating & Coordinating – Youth, Community & Projects

4. Timed Action Item: 4:50 p.m.
Report back from Youth Council Workgroups and Approval of Recommendations of Workgroup Action steps.

Dr. Hernandez called the meeting back to order at 4:56 p.m.

Report back from the Youth Leadership and Support:

There were no members of this committee in attendance. Therefore, Ms. Welsch gave an oral overview of their work thus far. Ms. Welsch stated that there are several recommendations outlined in the implementation plan and reviewed the recommendations. This committee will be meeting with the current mapping program. These recommendations will not change what is currently going on but will occur next year.

Mr. Brunelle inquired will this be a priority of resources toward mapping instead of youth employment? Youth mapping is good but doesn't get people employed. Ms. Welsch said that the Council could approve the concept of this without obligating any resources to it.

Moved/Lawrence, second/Warwick, to accept the report from the Youth Leadership and Support Committee.

Voice Vote: Unanimous approval.

Report back from the Community Awareness Committee:

Mr. Read reported that there have been e-mails done with the Sacramento Metro Chamber of Commerce. The action plan for the Chamber for 2004 has already been finalized but perhaps the Youth Council will be involved next year.

Mr. Larkey suggested approaching the Chamber to participate in employment efforts for youth and summer jobs. Mr. Larkey will find out what committee at the Chamber. Ms. Welsch stated that there was discussion of having a person from the Youth Council sit on the Employer Outreach Committee.

Mr. Mike Brunelle suggested going through the Education Committee at the Metro Chamber and have the Education Committee take it up the youth employment issue with the entire Chamber. Mr. Larkey will be attending the Chamber's Education Committee tomorrow and will bring the issue up and ask that it be agendaized for the February meeting.

Moved/Larkey, second/Lawrence, to accept report from the Community Awareness Committee.

Voice Vote: Unanimous approval.

Report back from the Positive Career Development Committee:

This committee is exploring conducting a Pilot Program based on a program design to prepare youth for work. Deanna Hanson has a curriculum and program in mind for this item. This will test out a theory of working with young people (15-

16 years of age) doing pre-employment skills to learn how to get along at work. The hook is that they would get a job. Ms. Hanson has an employer on board, Raley's, that is willing to work with us in this program. The concept will be started in one area of Sacramento and take it to scale once the concept has been tested.

Moved/Read, second/Koogle, to accept the report from the Positive Career Development Subcommittee.

Voice Vote: Unanimous approval.

Report Back from the Evaluation and Quality Assurance:

This Committee wants to develop a way to measure the successfulness of the youth programs. The members will look at what evaluation data that is currently collected. A useable list of standards utilizing the other resources will be developed, looking at the standards to see which will be necessary for the evaluation. The Committee will come up with a way to collect the data and come up with a system of celebrating individual achievement and successes.

Mr. Brunelle asked for an overview of the Smartware system. Mr. Larkey asked for a report of the data that is collected through the Smartware system. This will be part of the February meeting.

Moved/Lawrence, second/Koogle, to accept the report from the Evaluation and Quality Assurance Committee.

5. Other Business – Members of the Board and public

At the retreat, it was decided NOT to issue a new RFP this year. The Youth Council would like to continue to observe and evaluate the new collaborative delivery system for the 2004 program year and use this year to plan for the next funding cycle.

Mr. Larkey requested periodic updates on the appropriations committee and funding.

6. Adjournment: The meeting adjourned at 5:24 p.m.

ITEM 4 - ACTION:

REVIEW AND APPROVAL OF QUALITY ASSURANCE WORKGROUP
IMPLEMENTATION PLAN

BACKGROUND:

At the last meeting, the Youth Council heard an oral report from the Evaluation and Quality Assurance Workgroup. Attached is the Implementation Plan for the Evaluation and Quality Assurance workgroup.

Staff will be available to answer questions.

RECOMMENDATION:

Review and approve the Implementation Plan for the Evaluation and Quality Assurance Workgroup.

Implementation Worksheet

Evaluation and Quality Assurance Workgroup

Milestone Accomplishment:

Start date: January-04

End date: September-04

Objective: Develop a customer friendly, standards based evaluation tool that measures success of youth programs and participants .

Implementation Steps		When	Who
1	Learn what evaluation data is being collected now through Smartware and other resources. (What is required by funding sources)	February-04	SETA Staff
2	Develop a useable list of standards for evaluation using PEPNet and other resources.	April-04	Workgroup
3	Change the data collection process to eliminate unnecessary collection and incorporate identified standards.	September-04	Workgroup & SETA Staff
4	Design a system to celebrate individual achievement and success. (Youth Led)	July-04	Workgroup and Youth participants
5			
6			

Evaluation Measures:

Special Considerations:

<p>Collaborators</p> <p>Youth</p> <p>Youth Providers</p> <p>SETA Staff</p> <p>One-Stop Centers</p> <p>Workgroup</p>	<p>Team:</p> <p>Rick Larkey</p> <p>Mike Brunelle</p>
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Implementation Worksheet

Milestone Accomplishment:

Start date:

Objective:

End date:

Implementation Steps	When	Who
1		
2		
3		
4		
5		
6		

Evaluation Measures:

Collaborators	Team:
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Special Considerations:

90 Day Implementation Worksheet

Milestone Accomplishment:

Start date:

Objective(s): Events, projects, meetings, reports, votes

End date:

Implementation Steps	When	Who
1 Who will do it?		
2 When?		
3 Where? (if applicable)		
4 What will it cost?		
5 What is the source of funding?		
6 Who will coordinate?		

Evaluation Measures:

Collaborators:

Team:

Special Considerations:

ONE-YEAR MEASURABLE ACCOMPLISHMENTS

Strategic Direction #	The Quarterly Measurable Milestones				End-of-Year Measurable Victory
	Quarter I	Quarter II	Quarter III	Quarter IV	

Coordinator:

Resources needed:



Team members:

ITEM 6 – INFORMATION

WIA YOUTH COLLABORATIVE MONITORING REPORTS

BACKGROUND:

Attached for the Council's review are copies of the most current Youth Collaborative monitoring reports. Staff will be available to answer questions.

WIA Youth Program Monitoring Reports

YOUNGER YOUTH QUARTERLY ENROLLMENT PLAN OVERVIEW

Collaborative/ Lead Agency	Total Registrants/Slots			
	September (1st Qtr)	December (2nd Qtr)	March (3rd Qtr)	June (4th Qtr)
Together We Succeed/ Asian Resources, Inc.	12	18	24	25
City of Sac, Dept. of Parks and Recreation	31	31	31	31
South County Youth Works/ EGUSD	35	46	46	46
Path to Success/ Galt JUHSD	25	33	33	33
Grant Joint Union High School District	0	25	25	25
Younger Youth Collaboration for Success/La Familia	12	31	49	49
GRAD's Collaboration/ San Juan USD	40	47	56	56

OLDER YOUTH QUARTERLY ENROLLMENT PLAN OVERVIEW

Collaborative/ Lead Agency	Total Registrants/Slots			
	September (1st Qtr)	December (2nd Qtr)	March (3rd Qtr)	June (4th Qtr)
Together We Succeed/ Asian Resources, Inc.	20	30	48	48
Older Youth Collaboration for Success/La Familia	26	26	26	26
Rancho Cordova Youth Collaborative/Sac. Chinese Community Service Center	18	33	38	38
EMPOWER/ SCUSD, Skills and Business Ed Center	26	26	26	26
WRAP/ SJUSD	12	23	29	29

Date: January 28, 2004
 To: May Lee, Executive Director
 From: King C. Tunson, Employment and Training Analyst II
 Re: Program Monitoring Review, Together We Succeed Collaborative
 Lead Agency: **Asian Resources, Inc. (ARI)**
 Activity: **Younger Youth**

PY 2003/04		Funding: \$79,174 Individualized Services
		\$17,477 Universal Services
Period Covered: 7/1/03 – 12/31/03		\$96,651
Younger Youth (14 – 18)	2nd QTR Goal	2nd QTR Actual
Total Slots	18	
Carryovers		0
Exited		0
New Enrollments		19
Total Participants served this PY		19
Slots open		0

Program Elements:

Asian Resources expects to enroll 25 Younger Youth. The program is designed to provide educational development and work readiness services. Work Experience opportunities will allow them to gain valuable world of work skills. They will also receive support in academic enrichment/achievement, learn interpersonal skills, gain life skills by understanding how the real world works and learn leadership skills.

Structure of Collaborative:

The collaboration consists of ARI as the lead agency and the SWCC organization. ARI is the community-based agency responsible for implementation services. The main areas of service are midtown and Sacramento neighborhoods. The Elk Grove Unified School District (EGUSD), the San Juan Unified School District (SJUSD) and the Sacramento City Unified School District will provide secondary school completion services, alternative secondary school services and occupational skill training. In addition, EGUSD, SJUSD, Sacramento City College and various volunteer organizations such as Big Brothers/Big Sisters and the Boys and Girls Club will either provide direct mentoring services or provide linkages to mentors outside of the collaborative.

On-Going Technical Support Provided:

- IEP.
- Local policies/procedures.
- File maintenance.
- Documentation of services.

Observations/Findings/Areas Needing Further Development:

- Program staff has attended SMARTware training.
- ARI appears to be doing a good job case managing their clients in SMARTware.
- ARI has established a strong collaboration with their partners and the Broadway Career Center.

Recommendations for Future Action:

- No recommendations at this time.

Date: January 28, 2004
 To: Cheryl Rose, Program Supervisor
 From: Ginger Brunson, Employment and Training Analyst III
 Re: Program Monitoring Review
 Lead Agency: **City of Sacramento/Department of Parks and Recreation**
 Activity: **Younger Youth**

PY 2003/04		
Funding: \$126,305 Individualized Services		
Period Covered: 7/1/03 – 12/31/03		
Younger Youth (14 – 18)	2nd QTR Goal	2nd QTR Actual
Total Slots	31	
Carryovers		28
Exited		26
New Enrollments		16
Total Participants served this PY		44
Slots open		13

Program Elements:

Target population – at-risk youth that reside in the boundaries of the Sacramento City Unified School District (SCUSD) and youth with disabilities. The at-risk youth are identified by the school district and youth with disabilities are identified by staff within the Special Education Department.

Services provided – work experience, leadership development opportunities, secondary school completion services, adult mentoring, orientation to the One-Stop system, referral to comprehensive guidance and counseling, supportive services, and follow-up services.

Structure of Collaborative:

The City of Sacramento WIA Program Collaborative consists of the City of Sacramento/Department of Parks and Recreation as the lead agency, Communities in Schools who provide adult mentoring activities, the La Familia SWCC and the SCUSD’s Career and Technical Preparation Department who provide access to educational opportunities and vocational training. The collaborative targets youth residing in the boundaries of the Sacramento City Unified School District.

On-Going Technical Support Provided:

- Workforce Investment Act and WIA Final Rules.
- Contract terms and conditions.
- Documentation of services.
- WIA transition issues.
- SMARTware
- SETA directives and other local policies and procedures

Observations/Findings/Areas Needing Further Development:

- The program carried-over a total of 28 youth to continue services and planned to complete activities and exit all participants by the end of the first quarter. A total of 26 carry-overs have been exited and two will continue services.
- The program has enrolled 16 new participants and is on target to meet enrollment goals.
- Program staff have attended SMARTware training and are currently using the case management system. However, access to the SMARTware system can be difficult in terms of staff time since the system is only available at the career center.
- Program staff expressed that there have been difficulties with having youth go through the Career Center for services. Conflicts with school schedules and SETA staff schedules have been problematic as well as student transportation concerns. Because of this, enrollments of participants were delayed.

Recommendations for Future Action:

Continue to work towards meeting all performance goals.

Date: January 28, 2004
 To: Melinda Rasul
 From: King C. Tunson, Employment and Training Analyst II
 Re: Program Monitoring Review, South County Youth Works (SCYW)
 Collaborative
 Lead Agency: **Elk Grove Unified School District (EGUSD)**
 Activity: **Younger Youth**

PY 2003/04		Funding: \$156,557 Individualized Services
		\$ 55,000 Universal Services
Period Covered: 7/1/03 – 12/31/03		\$211,557
Younger Youth (14 – 18)	2nd QTR Goal	2nd QTR Actual
Total Slots	46	
Carryovers		19
Exited		0
New Enrollments		25
Total Participants served this PY		44
Slots open		2

Program Elements:

Elk Grove’s South County Youth Works “One Path, Many Choices” Program will benefit disadvantaged youth by providing opportunities for career awareness, work place experiences (including work experience) and leadership building services that will emphasize personal responsibility, youth involvement and collaboration with other related programs and services.

Structure of Collaborative:

The collaboration consists of the Elk Grove Unified School District and the SWCC organization. EGUSD will be providing tutoring, transportation, and counseling to foster youth who are one-third of the SCYW’s participants. In addition, EGUSD will provide workability programs to assist special education students. Asian Resources (ARI) will offer cross-cultural sensitivity training, translation services and multi-bilingual case management. In addition, ARI will offer WEX opportunities. La Familia Counseling Center will offer mental health, gang prevention, and intervention services. CSUS’s Career Development Department will provide career counseling, workshops, and access to higher learning information. The collaborative targets youth in the south Sacramento/Elk Grove region.

On-Going Technical Support Provided:

- Case management.
- SMARTware.
- File maintenance.

Observations/Findings/Areas Needing Further Development:

- EGUSD appears to have established strong linkages with their collaborating partners as well as the SWCCs.
- EGUSD’s reviewed case files were well maintained and met WIA standards.
- Program staff has attended SMARTware training. Case managers are entering participant information into SMARTware.
- Exits are low.

Recommendations for Future Action:

- Evaluate carried-over participants on a case by case basis to determine when exit is appropriate.
 Continue to update participant information and case notes in SMARTware.

Date: January 28, 2004
 To: Sibba Alexanders, Program Coordinator
 From: Pete Alvarez, Employment and Training Analyst II
 Re: Program Monitoring Review, Path to Success Program Collaborative
 Lead Agency: **Galt Joint Union High School District (GJUHSD)**
 Activity: **Younger Youth**

PY 2003/04		Funding: \$158,400 Individualized Services
		\$ 33,483 Universal Services
Period Covered: 7/1/03 – 12/31/03		\$191,883
Younger Youth (14 – 18)	2nd QTR Goal	2nd QTR Actual
Total Slots	33	
Carryovers		10
Exited		6
New Enrollments		16
Total Participants served this PY		26
Slots open		13

Program Elements:

Program components consist of Universal Services, Case Management, Work Experience, Occupational Skills Training, Leadership Development opportunities, comprehensive Guidance and Counseling, Support Services, and Follow-Up Services.

Structure of Collaborative:

The Path to Success collaborative consists of the Galt Community Concilio, the Sacramento Works Career Center, the Galt Elementary School District, the Boys and Girls Club of Galt, the City of Galt and the Department of Parks and Recreation. The lead agency provides all services except comprehensive counseling aspects, which are provided by the Concilio. Additionally, GJUHSD provides participants with summer youth experience, work exploratory, job shadowing and community service opportunities. The Career Center provides facilities for the Youth Specialist, summer work opportunities as well as work exploratory, work experience and job shadowing. The elementary school district provides work exploratory, summer work experience, and tutoring opportunities during school time. The Boys and Girls Club and the Department of Parks and Recreation provides summer work experience. The neighborhoods of service are Galt and vicinity.

On-Going Technical Support Provided:

- Documentation of files.
- Enrollments/exits/completions.
- Case management.
- SMARTware.

Observations/Findings/Areas Needing Further Development:

- Galt carried in ten participants with 16 new enrollments. Of the ten carryovers, six were exited by the end of the second quarter.
- Galt's case managers are taking the necessary training to learn all areas of SMARTware applications, and are utilizing the system by entering case notes, Individual Service Strategies and work histories.
- Program Coordinator reports that she was unable to operate at full capacity due to the program's relocation on campus, which took much longer than anticipated.
- The program is actively recruiting and assessing potential participants and reports confidence that all goals will be met by the end of the fourth quarter.

Recommendations for Future Action:

- Review all participant files for consistency with compliance monitoring checklist.
- Continue SMARTware training and implementation.
- Submit goal attainment to MIS as they are realized.

Increase enrollments to meet contracted goals.

Date: January 28, 2004
 To: Andrew Jones, Site Coordinator
 From: Ashanti Swain, Employment and Training Analyst II
 Re: Program Monitoring Review
 Lead Agency: **Grant Joint Union High School District**
 Activity: **Younger Youth**

PY 2003/04		Funding: \$120,000 Individualized Services
		\$ 39,990 Universal Services
Period Covered: 7/1/03 – 12/31/03		\$159,990
Younger Youth (14 – 18)	2nd QTR Goal	2nd QTR Actual
Total Slots	25	
Carryovers		1
Exited		0
New Enrollments		26
Total Participants served this PY		27
Slots open		0

Program Elements:

The Grant Joint Union High School District administers services to Younger Youth, primarily foster and homeless, ages 14-17, living within the service area of the Del Paso community, 95838 zip code. Grant and Keema High Schools are the targeted schools. The services and opportunities are aligned with the WIA youth development program elements, inclusive of tutoring and study skills training, employment opportunities linked to academic and occupational skills learning, paid and unpaid work experience, secondary school services, occupational skills training, leadership development opportunities, community service, adult mentoring, supportive services, follow-up services, peer-centered activities, and comprehensive guidance and counseling.

Structure of Collaborative:

The initial collaboration of Grant JUHSD, along with the Greater Sacramento Urban League and the Sacramento Works Career Center, Las Palmas, were all to work together to provide the above program elements. T.K. Daniels of TakeAEd Productions was to oversee Younger Youth in the development of youth-led play productions. For various reasons, the partners are no longer a part of this collaboration. Grant JUHSD is now the sole provider of all program elements. GJUHSD reports informal (non-contracted) partnerships with the Mutual Assistance Network of Del Paso Heights' Operation Graduation Program and the San Juan Unified School District (partnering to coordinate a youth-led conference).

On-Going Technical Support Provided:

- Participant file maintenance.

Observations/Findings/Areas Needing Further Development:

- Program has been successful in obtaining enrollment goals for current program year.
- Staff has expressed a difficulty in meeting the new requirement of processing students through the SWCC system. Barriers to this process include transportation and school schedules conflicting with Community Service Specialists' schedule.
- One carryover enrollment is due to MIS error (staff indicate exit was submitted March, 2003). Staff report they are working with MIS to correct this matter.
- Sample monitoring revealed that the SMARTware system is not being utilized. Program staff has attended SMARTware training; however, they indicate that the location of SMARTware in the SWCC limits them from regularly using the system. Furthermore, they express this inaccessibility hinders their use of SMARTware for case management purposes. Program Coordinator states he has attempted to have SMARTware installed onsite, but has not yet been successful.

Recommendations for Future Action:

Per WIA Title I Younger Youth contract, all youth receiving individualized services must be enrolled in SMARTware. All enrolled participants need to have the initial application, along with their work history, entered into SMARTware.

Date: January 28, 2004
 To: Anita Barnes, Executive Director
 From: Ginger Brunson, Employment and Training Analyst III
 Re: Program Monitoring Review, Younger Youth Collaborative for Success
 Lead Agency: **La Familia Counseling Center, Inc. (LFCC)**
 Activity: **Younger Youth**

PY 2003/04		Funding: \$158,204 Individualized Services
		\$ 28,683 Universal Services
Period Covered: 7/1/03 – 12/31/03		\$186,887
Younger Youth (14 – 18)	2nd QTR Goal	2nd QTR Actual
Total Slots	31	
Carryovers		14
Exited		4
New Enrollments		34
Total Participants served this PY		48
Slots open		0

Program Elements:

Target population – foster care youth, homeless youth, pregnant teens, dropouts, offenders, and youth that need additional assistance to complete an educational program and/or to secure and hold employment.

Services provided – assessment, work experience, alternative school completion services through partnerships with Adult Education/CSUS/SWCC to provide GED preparation, secondary school completion services through collaborations with traditional/alternative schools to provide tutoring and basic skills enhancement, occupational skills training through linkages with ROP/Adult Education/CSUS, leadership development opportunities which include life skills building/post secondary school partnerships/community service projects/workshops, comprehensive guidance and counseling through a hired therapist and/or referrals, mentoring, support services, follow-up services including on-going activities at LFCC, access to the computer lab, and bi-monthly support groups.

Structure of Collaborative:

The La Familia Younger Youth Collaboration for Success consists of partners from the public and private sector that work together to address the needs of at-risk Younger Youth. The collaborative targets the Hiram Johnson and C.K. McClatchy High School attendance areas. The La Familia Counseling Center, Inc. is the lead agency. Burruss and Associates provides leadership development activities and secondary school completion services. The La Familia One-Stop Career Center provides on-site Universal Services and coordinates services with collaborative partners from education, law enforcement, health and social services agencies, as well as partnerships with the Sacramento business community.

On-Going Technical Support Provided:

- Workforce Investment Act and WIA Final Rules.
- Documentation of services.
- SMARTware
- Contract terms and conditions.
- WIA transition issues.
- SETA directives and other local policies and procedures.

Observations/Findings/Areas Needing Further Development:

- Statistics indicate that the program has exceeded planned enrollment goals.
- Statistics indicate that a total of 14 participants were carried over.
- Conducted review of participant files on-site at LaFamilia. Corrections to the files were implemented and staff were to continue to update files.
- Case manager has not attended SMARTware training but has entered participant information into SMARTware.

Recommendations for Future Action:

- Continue to work towards meeting or exceeding performance goals.
 - Continue to review program performance to ensure that all performance goals are met.
- Case manager needs to attend SMARTware training

Date: January 28, 2004
 To: Cheryl Powell, Program Specialist
 From: Ashanti Swain, Employment and Training Analyst II
 Re: Program Monitoring Review, GRAD's Collaborative
 Lead Agency: **San Juan Unified School District (SJUSD)**
 Activity: **Younger Youth**

PY 2003/04	Funding: \$193,825 Individualized Services (San Juan USD)	
	\$ 33,000 Universal Services (Crossroads)	
Period Covered:	\$ 28,962 Individualized Services (Stanford Home)	
7/1/03 – 12/31/03	\$255,787	
Younger Youth (14 – 18)	2nd QTR Goal	2nd QTR Actual
Total Slots	47	
Carryovers		24
Exited		5
New Enrollments		20
Total Participants served this PY		44
Slots open		8

Program Elements:

The GRAD's Collaborative proposed to provide a variety of developmentally appropriate individualized services to youth, ages 14-18. Activities focus on skill development and high school completion. The youth-led project is an innovative conference for youth, addressing their unique needs, particularly those of foster youth and youth with barriers to employment. GRAD's activities facilitate work experience, academic success, leadership and personal responsibility, community services, interaction with adults as role models, world of work awareness, employability skills and labor market information concerning growth occupations. This project also includes a Youth Specialist to provide Universal Services and a resource mapping activity for youth at the Career Center.

Structure of Collaborative:

The GRAD's Collaborative consists of the San Juan Unified School District as the lead agency and educational institution. San Juan is also the host agency for the SWCC, Citrus Heights, the "One-Stop" partner. Crossroads Diversified Services, Inc. provides this collaborative a Youth Specialist who offers Universal Services and assists with the resource mapping activity. Stanford Home for Children provides this collaborative Work Experience activities.

On-Going Technical Support Provided:

- Performance measures.
- ISSP/case notes.
- One-Stop client flow.
- Participant file maintenance.
- Collaboration.

Observations/Findings/Areas Needing Further Development:

- San Juan has established regular collaboration meetings will all partners to discuss program operations. Monitor has attended these meetings and concludes that the meetings and successful allow partners to link and coordinate program efforts.
- Although the requirement has been met, staff has expressed difficulty in processing students through the SWCC system. Barriers to this requirement include transportation and school schedules conflicting with the CSS's schedule.
- Sample monitoring of SMARTware system indicates staff are using the system to enter the initial application and work history information. Staff has attended trainings and are currently working to become more efficient in using the system. Staff have expressed that the location of SMARTware in the SWCC limits them from regularly using the system, and this inaccessibility hinders their use of SMARTware for case management purposes.

Recommendations for Future Action:

- Continue recruitment efforts to fill open slots.
- Submit contract modification request to adjust carryover (year three active registrants) numbers. Contract indicates 32 carryovers, the actual number is 24.

Continue efforts to have SMARTware installed at your site of operation

To: May Lee, Executive Director
 From: King C. Tunson, Employment and Training Analyst II
 Re: Program Monitoring Review, Together We Succeed Collaborative
 Lead Agency: Asian Resources, Inc. (ARI)
 Activity: **Older Youth**

PY 2003/04		Funding: \$190,018 Individualized Services	
		\$ 17,477 Universal Services	
Period Covered: 7/1/03 – 12/31/03		\$207,495	
Older Youth (19 – 21)	2nd QTR Goal	2nd QTR Actual	% of Goal
New Enrollments	30	22	73%
Carryovers		0	
Total Participants Served	30	22	73%
Exited		0	
Employed (Reported at Exit)		0	
Slots Open		8	
Average Wage at Placement		N/A	

Program Elements:

Asian Resources expects to enroll 48 Older Youth. The program is designed to provide workforce and educational services. Work Experience will enable them to gain exposure to the working world and its requirements. In addition to receiving work experience, participants will also learn interpersonal skills, and gain life and leadership skills. Participating youth will also receive alternative school services, occupational skills training, leadership development opportunities, adult mentoring, comprehensive guidance and counseling and support services.

Structure of Collaborative:

The collaborative consists of ARI as the lead agency and the SWCC organization. The main service areas are midtown and south Sacramento neighborhoods. ARI is the community-based organization responsible for implementing services. Elk Grove Unified School District, Sacramento City Unified School District, San Juan Unified School District and Sacramento City College will provide secondary and alternative secondary school services, adult mentoring, and comprehensive support services.

On-Going Technical Support Provided:

- File maintenance.
- IEP.
- Local policies/procedures.

Observations/Findings/Areas Needing Further Development:

- ARI appears to be doing a good job of case managing their clients in the SMARTware system.
- ARI has established a strong linkage with the Broadway Career Center.
- Current participants are active in Work Experience and educational activities.

Recommendations for Future Action:

- Continue outreach activities to increase enrollments.

Date: January 28, 2004
 To: Anita Barnes, Executive Director
 From: Ginger Brunson, Employment and Training Analyst III
 Re: Program Monitoring Review, Older Youth Collaboration for Success
 Lead Agency: **La Familia Counseling Center, Inc. (LFCC)**
 Activity: **Older Youth**

PY 2003/04		Funding: \$124,751 Individualized Services	
		\$ 18,450 Universal Services	
Period Covered: 7/1/03 – 12/31/03		\$143,201	
Older Youth (19 – 21)	2nd QTR Goal	2nd QTR Actual	% of Goal
New Enrollments	9	15	167%
Carryovers		12	
Total Participants Served	21	27	129%
Exited		4	
Employed (Reported at Exit)		1	
Slots Open		0	
Average Wage at Placement		\$8.00	

Program Elements:

Target population – foster care youth, homeless youth, pregnant teens, dropouts, offenders, and youth that need additional assistance to complete an educational program and/or to secure and hold employment.

Services provided – assessment, work experience, alternative school completion services through partnerships with Adult Education/CSUS/SWCC to provide GED preparation, secondary school completion services through collaborations with traditional/alternative schools to provide tutoring and basic skills enhancement, occupational skills training through linkages with ROP/Adult Education/CSUS, leadership development opportunities which include life skills building/post secondary school partnerships/community service projects/workshops, comprehensive guidance and counseling through a hired therapist and/or referrals, mentoring, support services, follow-up services including on-going activities at LFCC, access to the computer lab, and bi-monthly support groups.

Structure of Collaborative:

The La Familia Older Youth Collaboration for Success consists of partners from the public and private sector that work together to address the needs of at-risk older youth. The collaborative targets Older Youth throughout the city of Sacramento. The La Familia Counseling Center, Inc. is the lead agency. Burruss and Associates provides leadership development activities and secondary school completion services. The La Familia One-Stop Career Center provides on-site Universal Services and coordinates services with collaborative partners from education, law enforcement, health and social services agencies, as well as partnerships with the Sacramento business community.

On-Going Technical Support Provided:

- Workforce Investment Act and WIA Final Rules.
- Documentation of services.
- SMARTware.
- Contract terms and conditions.
- WIA transition issues.
- SETA directives and other local policies and procedures.

Observations/Findings/Areas Needing Further Development:

- The La Familia Counseling Center exceeded enrollment goals for older youth.
- Statistics show that four participants were exited during the second quarter with two (25%) entering employment at an average wage of \$8.00. According to La Familia staff, the program has experienced difficulties in obtaining employer information due to loss of contact with participants. However, staff has indicated that the program plans to increase participant contacts to gather necessary information and better track participant progress.
- Statistics show a total of 12 carry-overs.
- Conducted review of participant files onsite at La Familia. Corrections to files were implemented and staff were to continue to update files.
- Case manager has attended SMARTware training and is using SMARTware case management system.

Recommendations for Future Action:

- Increase coordination with the Career Centers and Youth Specialists in order to further assist Older Youth with securing employment.
- Increase job development efforts to include a wider variety of employers that offer work experience opportunities leading to employment.
- Increase tracking of program performance in order to ensure that the program is on target to meet all performance goals.

Date: January 28, 2004
 To: Henry Kloczkowski, Executive Director
 From: Pete Alvarez, Employment and Training Analyst II
 Re: Program Monitoring Review, Rancho Cordova Youth Collaborative
 Lead Agency: **Sacramento Chinese Community Service Center, Inc. (SCCSC)**
 Activity: **Older Youth**

PY 2003/04		Funding: \$173,128 Individualized Services	
		\$ 51,000 Universal Services	
Period Covered: 7/1/03 – 12/31/03		\$244,128	
Older Youth (19 – 21)	2nd QTR Goal	2nd QTR Actual	% of Goal
New Enrollments	18	19	106%
Carryovers		14	
Total Participants Served	33	33	97%
Exited		3	
Employed (Reported at Exit)		3	
Slots Open		3	
Average Wage at Placement		\$7.25	

Program Elements:

Program components consist of Universal Services, Case Management, Work Experience, Secondary School Completion Services, Alternative Secondary School Services, Occupational Skills Training, Leadership Development, Adult Mentoring, Guidance and Counseling, Support Services, and Follow-Up Services.

Structure of Collaborative:

The collaborative is neighborhood-based in Rancho Cordova with services located at the Rancho Cordova Neighborhood Center. The collaborative consists of the Sacramento Chinese Community Service Center as the lead agency. Crossroads Diversified Services facilitates the coordination of Universal Services. Sacramento County Office of Education provides training and space for orientation and leadership activities. The collaborative is designed to be centered at the Rancho Cordova SWCC, where all staff are stationed and volunteer members are available to build on the individual and established strengths that these partners have in serving older youth.

On-Going Technical Support Provided:

- Documentation of files.
- Enrollments and exits.
- Case management.
- File maintenance.

Observations/Findings/Areas Needing Further Development:

- SCCSC carried in 14 participants with 19 new enrollments. Three have been exited, with three resulting in employment.
- SCCSC's case managers have continued to improve in all phases of self-monitoring. Files are well documented, clear, and concise.
- Program staff has attended SMARTware training.
- Program reports that they are in the process of implementing a five-minute video documentary on a student mural project.

Recommendations for Future Action:

- Review all participant files for consistency with compliance monitoring checklist.
- Continue SMARTware implementation.

Date: January 28, 2004
 To: Helen Westbury, Special Project Teacher
 From: Pete Alvarez, Employment and Training Analyst II
 Re: Program Monitoring Review, EMPOWER Collaborative
 Lead Agency: **Sacramento City Unified School District (SCUSD)**
 Skills and Business Education Center
 Activity: **Older Youth**

PY 2003/04		Funding: \$124,800 Individualized Services	
		\$ 55,000 Universal Services	
Period Covered: 7/1/03 – 12/31/03		\$179,800	
Older Youth (19 – 21)	2nd QTR Goal	2nd QTR Actual	% of Goal
New Enrollments	*1	0	0%
Carryovers		21	
Total participants served	26	21	81%
Exited		13	
Employed (reported at Exit)		9	
Slots open		13	
Average Wage at Placement		\$10.19	

*Carried-over 21 to continue services.

Program Elements:

Program components consist of Universal Services, Case Management, Work Experience, Occupational Skills Training, Leadership Development opportunities, Adult Mentoring, comprehensive Guidance and Counseling, Support Services, and Follow-Up Services. It is the goal of EMPOWER to provide economic and educational opportunities for youth ages 19-21.

Structure of Collaborative:

EMPOWER’s mission is to prepare youth of Sacramento County for career achievement by addressing their personal, social, civic, academic and vocational needs. The service area emphasis is in Oak Park, Meadowview, Avondale, Fruitridge, “G” Parkway, downtown, and south Sacramento. SCUSD is the lead agency responsible for program elements. The Collaborative’s designated SWCC is Lemon Hill. This is also where the Youth Specialist is located. The Skills Center offers vocational training and internships. Voluntary services that will enhance EMPOWER services are offered by the Crocker Art Museum, Asian Resources, La Familia Counseling Center, MAAP, and the California Indian Manpower Consortium.

On-Going Technical Support Provided:

- Documentation of files.
- Case management.
- Enrollments/exits/completion.
- SMARTware.

Observations/Findings/Areas Needing Further Development:

- EMPOWER carried in 21 participants with no new enrollments. Of the 21, 13 were exited with 9 resulting in employment.
- Program reports that the first two quarters were dedicated to assessing actively enrolled youth, completing their goals, exiting them to employment, and providing follow-up.
- Program staff have been actively recruiting and assessing potential participants and report confidence that all planned goals will be met by the end of the fourth quarter.
- All areas of improvement needed regarding participant files have been identified and file reviews demonstrate documentation of services has improved.
- The Skills Center’s case managers are taking the necessary training to learn all areas of SMARTware applications.
- SCUSD requested a change in the collaborative partnership with the Sacramento Chinese Community Service Center and the funding awarded. The request was approved. The Special Projects Teacher reports that the design was delivered to the Youth Council and the Governing Board.

Recommendations for Future Action:

- Review all participant files for consistency with compliance monitoring checklist.
Continue SMARTware training

Date: January 28, 2004
 To: Cheryl Powell, Program Specialist
 From: Ashanti Swain, Employment and Training Analyst II
 Re: Program Monitoring Review, WRAP Collaborative
 Lead Agency: **San Juan Unified School District**
 Activity: **Older Youth**

PY 2003/04	Funding:	\$106,608 Individualized Services (San Juan USD)	
		\$ 30,000 Universal Services (Crossroads)	
Period Covered:		\$ 8,024 Individualized Services (Stanford Home)	
7/1/03 – 12/31/03		\$144,632	
Older Youth (19 – 21)	2nd QTR Goal	2nd QTR Actual	% of Goal
New Enrollments	23	20	87%
Carryovers		0	
Total Participants Served	23	20	87%
Exited		0	
Employed (Reported at Exit)		N/A	
Slots Open		3	
Average Wage at Placement		N/A	

Program Elements:

The San Juan WRAP Collaborative proposed to serve Older Youth in the Citrus Heights, Orangevale, Arden/Arcade, and the Hemlock/Auburn Blvd. Neighborhoods. The focus is to include services in employment, job retention, increased earnings and attaining credentials for employment. Focus is to also assist with issues such as housing, transportation, parenting and dealing with stress. WRAP activities will facilitate work experience, leadership, personal responsibilities, employability skills, labor market information and self-sufficiency.

Structure of Collaborative:

The GRAD’s Collaborative consists of the San Juan Unified School District as the lead agency and educational institution. San Juan is also the host agency for the SWCC, Citrus Heights, the “One-Stop” partner. Crossroads Diversified Services, Inc. facilitates the collaborative’s Youth Specialist, who provides Universal Services. Stanford Home for Children provides this collaborative Work Experience activities.

On-Going Technical Support Provided:

- Participant file maintenance.
- Collaboration.
- One-Stop client flow.
- Performance measures.

Observations/Findings/Areas Needing Further Development:

- San Juan has established regular collaborative meetings once a month with all partners to discuss program operations. Monitor has attended meetings and concludes that they are productive and allow partners to link and coordinate program efforts.
- San Juan has significantly increased new enrollments since the first quarter.
- Sample monitoring of SMARTware system indicates staff are using SMARTware to enter initial application and work history information. Staff has attended trainings and are currently working to become more efficient in using the system. Staff have expressed that the location of SMARTware in the SWCC limits them from regularly using the system, and this inaccessibility hinders their use of SMARTware for case management purposes.

Recommendations for Future Action:

- Continue efforts to recruit for new enrollments.
- Continue efforts to have SMARTware installed at your site of operation.

ITEM 7 – INFORMATION
WIA YOUTH PERFORMANCE REPORTS

BACKGROUND:

Attached for the Council's review are copies of the Workforce Investment Act Youth Program progress reports.

Staff will be available to answer questions.