

CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD

YOUTH COUNCIL AGENDA

Tuesday, January 12, 2021 at 3:00pm

Career Solutions – Guest WiFi: Welcome2CareerSolutions!

Physical Location: CareerForce St. Cloud
1542 Northway Drive, St. Cloud, MN 56303 – Door #2
No parking permit required for this event. Please park in Lot B.

Virtual Meeting: Via Zoom during a State of Emergency with the Coronavirus (COVID-19):
Zoom details are listed within your calendar invite or contact Karen Schlangen
(320) 308-5818

1. **Introduction/Roll Call** M. Burnham
2. **Approve Agenda** **ACTION:** M. Burnham
3. **Approve Consent Agenda** **ACTION:** M. Burnham
 - A. Minutes of 11.10.20 (Attachment 3.A.)
4. **Boys & Girls Clubs of Central Minnesota, Mary Swingle, President/CEO** M. Swingle
5. **Discussion** T. Biery
 - A. Electronic Document Storage Policy – First Reading (Attachment 5.A.)
 - B. Stipends for Youth Policy – First Reading (Attachment 5.B.)
 - C. Youth Programs Comparisons (Handout 5.C.)
6. **Information/Other** M. Burnham
 - A. Next Youth Council Meeting – February 9, 2021 @ 3:00 pm
 - B. From the Floor
 - C. Upcoming Presenters, TBD
 - D. Announcements
 - E. Other
7. **Adjourn** M. Burnham

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD/COMMITTEE MEETINGS ARE ACCESSIBLE TO THE HANDICAPPED. ATTEMPTS WILL BE MADE TO ACCOMMODATE ANY OTHER INDIVIDUAL NEED FOR SPECIAL SERVICES. PLEASE CONTACT ADA/AA COORDINATOR TAMMY BIERY AT (320)308-5702 AS EARLY AS POSSIBLE SO NECESSARY ARRANGEMENTS CAN BE MADE. INDIVIDUALS WITH HEARING OR SPEECH DISABILITIES MAY CONTACT US VIA THEIR PREFERRED TELECOMMUNICATIONS RELAY SERVICE. THE WORKFORCE CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, DISABILITY, OR AGE.

**CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD
YOUTH COUNCIL MINUTES**

Location: CareerForce – St. Cloud, 1542 Northway Drive, St. Cloud, MN 56303/Conference Room # 1-482
 Date: Tuesday, November 10, 2020 at 3:00 pm meeting held via Zoom Conference due to Covid-19.
 Attendance: Maria Burnham, Les Engel, Jacob Kaduk, Ken Huling, Cindy Belmont, Susan Jordahl, Melanie Legatt, Gail Ruhland, Dave Norling, Leah Sams, Brandon Schauer, Gail Cruikshank and Mary Swingle.
Career Solutions Staff: Tammy Biery, Audrey O’Driscoll and Kari Court.
 Members Absent: Greg Boelter, Jeff Haviland, Susan Jordahl, and Roseann Stang.
 Guests: Jerry Sparby, YES Network

Please Note: *This meeting was held virtually (via Zoom) as Minnesota is under a State of Emergency with the Coronavirus (COVID-19). Career Solutions followed the Open Meeting Law requirements during a State of Emergency:*

1. *All participating members can hear one another;*
2. *Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";*
3. *At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and*
4. *All votes are taken by roll call.*

| Agenda Item | Summary | Action |
|--------------------------------|--|---|
| Introductions/Roll Call | <ul style="list-style-type: none"> ▪ M. Burnham, Youth Council Chair, called the meeting to order at 3:01 pm and roll call was performed. | |
| Approve Agenda | | <u>Motion:</u> B. Schauer made the motion to approve the agenda. <u>Seconded by:</u> K. Huling. Motion carried. |
| Approve Consent Agenda | <ul style="list-style-type: none"> ▪ Minutes from 10/13/2020 | <u>Motion:</u> G. Cruikshank made the motion to approve the consent agenda. <u>Seconded by:</u> B. Schauer. Motion carried. |

| Agenda Item | Summary | Action |
|----------------------------|---|--------|
| <p>Presentation</p> | <p>Yes Network, Jerry Sparby, Founder and Executive Director</p> <ul style="list-style-type: none"> ▪ Jerry presented a PowerPoint on the YES Network and the goals of the organization to mentor youth to build a World of Love. Jerry works with youth and stated that in the past few years 50,000 preschoolers have been suspended from schools. Jerry realizes that behaviorism is part of our problem. We have become a system to make kids do what we want and they feel controlled and are fighting back. Students are relying on YouTube to learn today. ▪ Jerry believes all behavior is purposeful and sometimes we need to approach the problem from the non-traditional/systems way. We get so stuck in our way of doing things that we forget to look outside the box for a better way. ▪ The YES Network went into the neighborhoods to mentor and bring out the best in the kids to help them add value to their neighborhoods. The YES Network brings food to communities. This year they delivered over 400,000 meals to 30 plus sites. The goal is to get kids to know their neighbors by playing with each other. They added art into the program. ▪ They formed a Leadership Development program with 80 high school students. The students served their neighborhoods by delivering food and getting to know each other. Students learned about responsibility, care, and trust in this program. ▪ Communication is changing for people, especially due to Covid-19. We all have mirror neurons. We have a communication system where we communicate a lot of things beyond our eyes, voice, body language and movement. It's in the feeling of being present. It's in that space between us and the people we communicate with. The energy that goes on between people is now lost without physical human contact. ▪ Kids are not the same today that they were 12 years ago. Very few kids know their own siblings. ▪ Because of chronic stress, kids are not attaching to their parents which results in all sorts of detachment behaviors. Chronic stress is in all levels of income across the world. This fear has kids in the fight or flight mode with suppressed tension in their feet and stomachs. Kids today are unable to feel deeply. ▪ Covid-19 has significantly increased social anxiety in kids, adults and seniors. | |

| Agenda Item | Summary | Action |
|--|--|--|
| <p>Discussion Approve Board Calendar</p> | <ul style="list-style-type: none"> ▪ We need to work together to solve these problems with a different way of thinking by building a world full of love. <p>Tammy Biery, Career Solutions, gave updates on the following:</p> <ul style="list-style-type: none"> ▪ 2021 Board Committee Calendar ▪ Return on Investment (ROI) Statistics – T. Biery stated our Return on Investment shows for every dollar spent what we get on return. Most programs show an ROI greater than \$1, however, not in our Youth programs. ▪ Cares Act Funding – T. Biery stated we received a grant of \$200,000 from Stearns County and \$100,000 from Benton County for clients and non-clients of the community that have been impacted financially by Covid-19. We are using this as a referral source because a lot of families have lost their jobs due to Covid and they may be eligible for our services. ▪ VRS - Pre-ETS Video – T. Biery stated the link to VRS-Pre-ETS Video is below to view: www.youtube.com/watch?v=RdRZimNkIDM&feature=youtu.be ▪ During a mock interview with one of the CareerONE students, the interviewer asked the student what accomplishment she was most proud of. The student replied saying CareerONE. She was very proud to go through the program and said she learned many skills, including being a leader. She was happy to receive her full stipend at the end. This young lady beamed with happiness as she talked about the program and the positive impact it had on her. | <p>Motion: K. Huling made the motion to approve the 2021 Board Calendar. Seconded by M. Swingle. Motion carried.</p> |
| <p>Information/Other</p> | <p>From the Floor: N/A</p> <p>Next Youth Council Meeting: Youth Council Meeting on January 12, 2021 at 3:00 pm at CareerForce.</p> <p>Upcoming Presenters: TBD</p> | |

| Agenda Item | Summary | Action |
|----------------|---|--------|
| | Announcements/Other: Brandon Schauer is looking into the possibly of producing a video to send out to youth, or groups to show employment opportunities, especially since job fairs will most likely be canceled due to Covid. | |
| Adjourn | <ul style="list-style-type: none">▪ M. Burnham adjourned the meeting at 3:57pm. | |



1542 Northway Drive
St. Cloud, MN 56303
320.308.5320
<https://CareerSolutionsJobs.org>

Career Solutions Electronic Document Storage Policy (*First Reading*)

Local Program Policy and Procedures for all
Programs (Funded Under Title I)
New Policy Date: XXXXXX

Background:

A local policy is required for Electronic Document Storage (EDS) under the WIOA Youth programs funded under Title 1. Our goal is to ensure all hard-copy documents, and documents submitted electronically by participants to Career Solutions staff, are scanned or uploaded into electronic case file system known as Workforce One (WF1) EDS.

The scope of this policy memo is limited to WIOA youth programs funded under Title I but for consistency will be applied to other youth and adult programs in the agency, especially due to co-enrollments, remote work assignments and integrated service models.

Process:

Career Solutions will continue to maintain a hard copy file which will continue to be stored securely at desks or in storage. Required documents will be scanned into WF1 EDS by both Outreach and Eligibility Specialist and Career Planners. Hard copies will be maintained in the client file until they are able to be legally destroyed.

Upon *formal enrollment into WF1*, the hard-copy documents are scanned, and uploaded into WF1 EDS.

As another safeguard to ensure file contents have been correctly scanned and saved into WF1 EDS, Career Planners will perform a document search in each WF1 EDS participant records within 15 business days of enrollment.

Documents identified by DEED requiring storage in WF1 EDS:

- For all new enrollments on/after XXXX/XX/XX the following eligibility documents should be uploaded:
 - Completed, signed enrollments generated from WF1
 - Any completed, self-attestation forms signed and dated by the participant and case manager (and parent/guardian where required)
 - Date of Birth documentation

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

- Social Security card/letter
 - Proof of Selective Service registration for all males 18 and older
 - Copies of assessment(s) used to determine basic skills deficiencies
 - Any IEP and/or paper-based Individual Service Strategy.
- For **existing participants enrolled** the following documents should be uploaded:
 - Copies of any valid, WIOA-recognized diplomas or other credentials received by the participant during (or after) program participation
 - Copies of report cards or transcripts (secondary or post-secondary)
 - Copies of subsequent basic skills test results used for meeting the Educational Functioning Levels (EFL) gain portion of the Measurable Skills Gain
 - Copies of any correspondence relating to the participant being EXCLUDED from WIOA Performance by the Workforce Development Area.
 - Employment counselors may, at their discretion, scan and upload other relevant documentation or correspondence. This may include (but is not limited to) the following:
 - Documentation relating to any support services provided to the participant
 - Documentation relating to a participant's Individualized Training Account (ITA)
 - Correspondence between the WDA/youth serving agency and the participant
 - Other correspondence as warranted.

Clients, with digital skills and access, may send information through a WF1 Connect – a phone or mobile app, directly to a secure network.

Note: Career Solutions staff and Career Planners should obtain copies of relevant documents electronically whenever possible and upload them in a timely manner. This may require the applicant to send a digital photograph of a requested item or document via a cell phone.

If the Career Planner/Staff are working remotely, the rules of data privacy will be applied.

Maintenance:

1. A local report will be used to check for missing information related to credentials and related milestones.
2. Supervisors and/or Lead Career Planners will monitor files for accuracy and for timeliness in data entry.
3. MIS will provide training as updates to the system occur, if needed.
4. Career Solutions abides by the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR 200.334-338), and maintains files accordingly.
5. The local area will monitor DEED's policies and resources such as the WIOA Young Adult Program policy Chapter 14 for changes that may impact our local policy.

If you have questions please contact Career Solutions at 320-308-5320.

Effective Date: *Once second reading is approved.*

Contact Person: Program Director and/or Executive Director



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Career Solutions Stipends for Youth Policy (*First Reading*)

Date Updated: December 16, 2020

Subject:

There are programs in which it may be appropriate for Career Solutions participants to be compensated for training time, even when they are not engaging in a formal paid work experience that further develops their occupational or educational skills. In these programs, participants would be compensated for their time with a stipend.

Purpose:

The purpose of this policy is to provide guidance to program staff on how to administer stipends to Career Solutions participants. Notable programs include, but are not limited to, CareerONE.

Policy:

- Stipend payments will result from completion of activities that are tied to goals in the participant's Individual Service Strategy (ISS) along with the overall programming goals of the program in which the client is enrolled and participating.
- The amount of the stipend a client may receive will be reasonable.
- The amount of the stipend will be in relation to the difficulty of achievement of the goal.

Career Planners will:

- Ensure that the use of stipend is detailed in the participant's employment/support plan (IEP, ISS, etc.)
- Track participant's attendance at programming through attendance records, time sheets, certificate of completion, etc. and save documents in participant file
- Ensure that participant meets program requirement to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipends are income and they will need to consider this in regard to their personal income taxes
- Submit necessary paperwork to Accounting Department for processing.

Effective Date: *Once second reading is approved.*

Contact Person: Program Director and/or Youth Lead Career Planner.