

## Southcentral Mississippi Works

### Youth Committee #19-03

TeleConference / Zoom Meeting  
Tuesday, June 9, 2020 - 10:30 a.m.

## Agenda

- |      |   |             |
|------|---|-------------|
| I.   | Welcome and Introductions   | Mary Powers |
| II.  | Old Business  | Mary Powers |
| III. | ACTION: Approval of Minutes<br>EXHIBIT A: Minutes of May 29, 2019 Meeting | Mary Powers |

### Status of WIOA Youth Activities

- |      |  |             |
|------|--|-------------|
| IV.  | REPORT: Report on PY '19 Out-of-School Youth Activities<br>EXHIBIT B: PY '19 Youth Provider Activities   | Tom Meek    |
| V.   | REPORTS: <ul style="list-style-type: none"><li>• Madison County Jobs 4 Youth Program</li><li>• Refill Café Program</li><li>• In-School Youth Internship Activities</li></ul> | Joyce Paris |
| VI.  | ACTION: Consideration of SMW Policy Revision<br>EXHIBIT C: Youth Eligibility and Definitions Policy  | Tom Meek    |
| VII. | ACTION: Consideration of PY'20 Budget<br>EXHIBIT D: PY'20 Proposed Budget  | Mary Powers |

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# **EXHIBIT A**

## **Minutes of May 29, 2019 Meeting**

# MINUTES

**SOUTHCENTRAL MISSISSIPPI WORKS (SMW)  
YOUTH COMMITTEE MEETING  
CMPDD OFFICES  
1170 LAKELAND DRIVE  
JACKSON, MISSISSIPPI 39216  
Wednesday, May 29, 2019, 10:30 AM**

The SMW Youth Committee meeting convened at 10:42 a.m. on Wednesday, May 29, 2019, at the CMPDD offices in Jackson with the purpose of reviewing PY 2018 performance and a bid involving Youth services for recommendation to the Local Workforce Development Board.

The following Youth Committee members were present:

Ms. Tuesday Abraham  
Mr. Tim Buckley  
Mr. Dave Collins  
Mr. Jerry Pitts for Ms. Katherine Collins  
Ms. Karen Gaudet  
Mr. Clarence Scutter  
Mr. Michael Suttler  
Ms. Sharon Weatherby for Dr. Mary Sims-Johnson  
Ms. Jeanette Yates

The following Youth Committee Members were absent:

Ms. Carolyn Boteler  
Mr. Richard Burge  
Ms. Lisa Davis  
Ms. Jackie Martin  
Ms. Tonya Minor  
Mr. Rowan Torrey

The following staff members were present:

Ms. Karen Gates, CMPDD  
Ms. Tina Tolar, CMPDD  
Ms. Angela Griffin, CMPDD  
Mr. Jimmy Giles, CMPDD  
Ms. Cindy Goodin, CMPDD  
Mr. Tom Meek, CMPDD  
Ms. Joyce Paris, CMPDD  
Ms. Mary Powers, CMPDD  
Ms. Lynette Smith, SWMPDD

The meeting convened at 10:42 a.m. with Mr. Suttlar presiding.

**I. Welcome and Introductions**

Mr. Suttlar welcomed all and gave the invocation.

**II. ACTION: Approval of Minutes**

Mr. Suttlar asked for any questions, additions or corrections to the minutes of the previous meeting of the WIOA Youth Committee meeting of June 1, 2018. Hearing none, he asked for a motion to adopt the minutes as presented.

**MOTION: To accept the minutes of the June 1, 2018 meeting as presented, by Mr. Collins.**

**SECOND: By Mr. Scutter.**

**VOTE: Unanimous in favor of the motion.**

**III. REPORT: PY '18 Out of School Youth Recruitment Activities**

Mr. Meek presented the Committee with a report depicting the performance of the area's community colleges and other organizations who were tasked with providing community outreach throughout their service areas to locate and recruit Out-of-School Youth for WIOA services. With the program year almost at an end, Southwest Mississippi Community College, Copiah-Lincoln Community College, Hinds Community College and the Mississippi Department of Rehabilitation Services either have met or are within a participant of meeting their stated goals. Mr. Meek went on to explain that the WCARC, which works with a special population of disabled persons in Warren County, was holding back on OSY enrollments until they were sure that the participants were equipped to succeed in WIOA programs. Mr. Meek noted that the WCARC Director had agreed to bring some participants into the program more rapidly so they would be able to take advantage of WIOA services.

**IV. REPORT: PY '18 WIOA Enrollments**

Ms. Tolar discussed a report on overall WIOA OSY enrollments as provided by the area's main service providers – Hinds Community College and the Mississippi Department of Employment Security. Ms. Tolar reported that the MDES, through the end of May, had reached only 2.76% of their OSY ITA enrollment goals, and 9.52% of their Internship enrollment goals. The Committee expressed concerns about the low performance, and Ms. Powers stated that much of the problem was due to staffing and training issues which is being addressed currently by the MDES, and that an action plan is being put into place to ensure better performance moving forward. Ms. Tolar then reported that Hinds CC was at 97.6% of their OSY ITA enrollment goals through May, and only at 5% of their Internship goal, although the upcoming summer session should more than compensate for the shortage.

**V. REPORT: PY '18 Youth Enrollments**

Ms. Paris reported on the program with the Madison County Youth Court in which adjudicated OSY participate in an education/mentoring/occupational work experience curriculum designed to provide them with a High School Equivalency and practical instruction in the workplace. Ms. Paris informed the committee that the Court was meeting its goals for enrollment and was having significant success in

assisting the participants in obtaining their HSE and practical work experience through the SMW Internship program.

## **VI. REPORT: Overview of In-School Youth Pilot Internship**

Ms. Powers explained to the Committee that last December, the State had requested and received from the US Dept. of Labor a waiver that allowed the local areas in the state to spend up to 50% of their youth funds on In-School youth and that without the waiver, the requirement was to spend 75% on Out-of-School youth. Because of the waiver, the area was able to partner with several employers who were offering youth an opportunity to gain work experience during hours they are not in class. Working through Hinds CC, 19 students have been certified as eligible to receive paid internships, up to 360 total hours, with Hunter Engineering, Milwaukee Tool, Mississippi Hospital Assn., and Vertex Aerospace. In addition, Ms. Paris informed the committee that Multicraft Manufacturing in Pelahatchie, MS also is operating an academy for Pelahatchie High School students over the summer with WIOA assistance to pay the wages of two Career Technical Education students who will receive hands-on work experience in their manufacturing environment for 13 weeks over the summer. Following completion, Ms. Powers noted that all students would remain enrolled in WIOA and become eligible for other assistance and training services.

## **VII. REPORT: Report on PY '19 OSY Projects**

Ms. Powers presented to the Committee two new projects focused on providing real-life work experience for at-risk out-of-school youth suggested for PY '19. The first is a project called Refill Café in which local restaurateur Jeff Good is partnering with Jackson area human service agencies and faith-based institutions to recruit disadvantaged youth to participate in an academic and work experience environment centered around a functioning café. The plan is to serve a total of 72 youth in four separate sessions in which the participants will receive mentoring, tutoring toward the achievement of an HSE, and practical experience in the working café. Ms. Powers noted that the work experience is intended to be applicable to all industries, focusing more upon customer service, tasks, teamwork and problem solving than on the restaurant industry.

The second project, operated by the Sunnybrook Transitional Living facility, is focused on serving youth in the foster care environment and will begin operation in January of 2020. The operation will focus on providing participants practical training in several different vocations, including carpentry, electrical, and mechanical. The project will feature certified instructors in each specific occupation.

After answering questions from the Committee, Ms. Powers advised the members that they would be asked to approve the projects when the PY '19 budget was called to a vote.

## **VIII. ACTION: Consideration of PY '19 Proposals**

Mr. Meek informed the Committee that while 2019 is not a standard procurement year, some of the rules and policies of the current provider of payroll/personnel services for the SMW internship program were presenting some difficulty. Unexpected up charges, inaccuracy in tracking participant hours and other ongoing management issues were causing the system to force unwanted changes to the program. For that reason, Mr. Meek said, staff elected to advertise a new request for bids in order to see if there were other organizations able to work with the program as designed.

Mr. Meek then provided the Committee a brief description of the Payroll Services proposals received, noting that the providers were not tasked with providing direct services to youth participants. Mr. Meek then provided the Committee a description of the process used to arrive at the ratings being presented for each of the proposals under consideration.

Mr. Suttlar led a discussion of the proposals received, including the funding requested, the services offered, the areas being covered and the SMW's history with the current provider. Following the discussion, Mr. Suttlar called for a vote:

**MOTION:** To recommend Working Solutions, LLC to the LWDB as the 2019 Personnel Services provider as presented, by Mr. Scutter.

**SECOND:** By Mr. Collins

**VOTE:** Unanimous in favor of the motion.

**IX. ACTION: Consideration of PY '19 Youth Budget Recommendations**

Ms. Powers presented a budget plan, including all youth projects and providers, to the Committee for review, noting the carryover amounts from PY '18 and the allocations for all of the approved providers broken out by operational and programmatic expenditure. Ms. Powers then called the attention of the Committee to the new OSY projects at the bottom and the planned funding levels for their operations.

Following a brief discussion, Mr. Suttlar asked for a motion to recommend the budget to the LWDB for approval.

**MOTION:** To recommend the PY '19 Youth Budget to the LWDB as proposed, by Mr. Collins.

**SECOND:** By Mr. Buckley

**VOTE:** Unanimous in favor of the motion.

There being no further business, the meeting adjourned at approximately 12:35 p.m.

Recorded by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Amendments: \_\_\_\_\_

## **EXHIBIT B**

### **PY'19 Youth Provider Activities**

### **Youth Provider Activities PY 19 (Through May 2020)**

**SWMCC:** Recruit WIOA eligible persons, including OSY, from communities in service district and refer to WIN for services. Goal: 48 Actual : 45 Visited 24 community organizations and functions

**CLCC:** Recruit WIOA eligible persons, including OSY, from communities in service district and refer to WIN for services. Goal: 48 Actual : 33 Visited 22 community organizations and functions

**Hinds CC:** Recruit WIOA eligible persons, including OSY, from communities in service district and enroll in ITAs. Goal: 125 OSY Actual : 110 Visited 68 community organizations and functions.

**MDES:** Recruit WIOA eligible persons, including OSY, from communities in service area and enroll in ITAs and internships. ITA Goal: 54 Actual: 5 Internship Goal: 6 Actual: 2

**MDRS:** Enroll persons with disabilities into employability skills training, assist with job search and placement.  
PY 19 Goal: 20 Actual: 4 Employed: 3 Internships: 2 Total Enrollment inc. carryovers: 46 22 OSY



## **EXHIBIT C**

# **Youth Eligibility and Definitions Policy**

SOUTHCENTRAL MISSISSIPPI  
WORKS WORKFORCE  
DEVELOPMENT AREA POLICY  
NUMBER 1  
YOUTH ELIGIBILITY AND DEFINITIONS POLICY  
Revised June, 2020  
Workforce Innovation and Opportunity Act (WIOA)  
Central Mississippi Planning and Development  
District

## **I. INTRODUCTION**

All youth who participate in SMW WIOA Youth activities must:

- Be determined to be eligible for the program(s), and
- Be determined to be able to benefit from the program(s), and
- Have been provided with the following:
  - ✓ an objective assessment of basic literacy and job readiness skills; and
  - ✓ development of an Individual Employment Plan; and
- Be enrolled into approved WIOA Youth activities AND enrolled into WIOA.

WIOA enrollment requires the collection of documentation that supports a determination of eligibility. According to the criteria established by the Workforce Innovation and Opportunity Act (WIOA) per Section 129 (a) (1), individuals between the ages of 14 and 21 at registration, who are attending school (as defined by Mississippi State law) are considered "In-School" youth. Individuals between the ages of 16 and 24 who are not attending school (as defined by Mississippi State law) may be considered "Out-of- School" youth.

## **II. YOUTH ELIGIBILITY**

Individuals who apply to participate in SMW youth activities under the WIOA must meet the applicable criteria below:

- 1) To qualify as an eligible Out-of-School youth, the individual must be:
  - a) Not attending any school (as defined under Mississippi State law) and
  - b) Not younger than 16 nor older than 24 at the time of enrollment; and
  - c) One or more of the following:
    1. School dropout; or
    2. Within the age of compulsory school attendance (younger than age 18), but has not attended school for at least the most recent complete school year calendar quarter; or
    3. Subject to the Juvenile or Adult justice system; or
    4. A homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Act (42 U.S.C. 1143a(2))), a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677) or in an out-of-home placement; or
    5. Pregnant or parenting; or
    6. An individual with a disability; or
    7. Is a low-income (Per WIOA Section 3(36), see Specifications below) individual who requires additional assistance to complete an educational

program, or to secure and hold employment (refer to Specifications below);  
or

8. The recipient of a secondary school diploma or its recognized equivalent who is either Basic skills deficient or is an English language learner (refer to Specifications below).
- 2) To qualify as an eligible In-School youth, the individual must be:
    - a) Attending school (as defined under Mississippi State law); and
    - b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at the time of enrollment; and
    - c) A low-income individual; and
    - d) One or more of the following:
      1. Basic Skills Deficient (refer to Specifications below); or
      2. An English Language learner (refer to Specifications below); or
      3. An offender; or
      4. A homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in Section 725(2) of the McKinney-Vento Homeless Act (42 U.S.C. 1143a(2))), a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under Section 477 of the Social Security Act (42 U.S.C. 677) or in an out-of-home placement.(including a youth with a disability); or
      5. Pregnant or Parenting; or
      6. A youth who is an individual with a disability; or
      7. Is a low-income (Per WIOA Section 3(36)) individual who requires additional assistance to complete an educational program, or to secure and hold employment (refer to Specifications below).
  - 3) Additionally, all youth must establish their residency in the SMW area and their right to work in the USA, and document veteran status and/or selective service registration when appropriate. Also per WIOA Section 129(a)(2), the term "low income", used with respect to an individual, also includes youth living in a high-poverty area. In-school youth who are receiving or are eligible to receive free or reduced price lunch are considered to be low-income, unless the whole school automatically receives free or reduced price lunch. In that case, low-income status must be based on the individual student's eligibility to receive free or reduced price lunch.
  - 4) Exceptions to Low Income Criterion

Section 129(a)(3)9A) of WIOA permits up to five percent of youth participants served by youth programs in a local area to be individuals who do not meet the income criterion for eligible youth.
  - 5) WIOA Section 129c(1)(A) requires an assessment of academic level, skill level, and service needs of each participant. Individual assessment MUST include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for each participant. An Individual Employment Plan (ISS) or Individual Employment Plan (IEP) that lists the results of all assessments and establishes the participant's need for and ability to benefit from the specific program shall be created for every youth participant.

### III. SPECIFICATIONS

- A. In addition to the statutory definitions listed in Part I above, the Southcentral Mississippi Works (SMW) local workforce development area further defines "Deficient in Basic Literary Skills" and "Requires Additional Assistance to Complete an Education Program, or to Secure and Hold Employment" as follows:
1. For Youth seeking WIOA services, "Deficient in Basic Literacy Skills" means an individual: who does not score at a minimum of Bronze level on the CRC exam, or who does not meet the pre-requisite educational requirements to enter a WIDA-approved training program and/or documents a score in Language, Math or Reading within the past six months at or below the eighth grade level on the Test of Adult Basic Education (TABE) or Level "D" of the TABE Survey.
  2. For youth seeking WIOA services, "Requires additional assistance to complete an educational program, or to secure and hold employment" means an individual who:
    - ✓ Is unable to meet generally-accepted minimum employment criteria; or
    - ✓ Scores at or below the 8th grade ninth month level on the Test of Adult Basic Education (TABE) or below the bronze level on the Career Readiness Certificate (CRC) exam, or
    - ✓ Has limited English speaking or cultural ability; or
    - ✓ Has limited, poor or no work history after high school (has not held a full-time (30+ hours per week) job for longer than thirteen (13) consecutive weeks (OSY) or has been fired from a job in the past 6 months), lacks a credential related to local or regional targeted sectors, or lacks work readiness skills necessary to obtain and retain employment; or
    - ✓ Needs an ITA to complete the Smart Start or Career Technical pathway; or
    - ✓ Has previously been placed in foster care for longer than 6 months or has aged out of foster care; or
    - ✓ Is a victim of or resides in an abusive environment; or
    - ✓ Has experienced the loss of a primary caregiver (parent or guardian) due to death, divorce, incarceration, or extended military service; or
    - ✓ Has dropped out of a post-secondary educational program within the past 12 months; or
    - ✓ Has a substance addiction and is either participating or is soon to enter a rehabilitation/treatment program; or
    - ✓ Is currently or in the past 12 months been involved with gang activity or is currently living with someone who is involved in gang activity; or
    - ✓ Has a court/agency referral mandating school attendance (ISY)
- B. Under Section 101(2) of the WIOA, eligible adults are defined as individuals age 18 or older, while section 129(A)(1)(C) defines eligible In-School youth as 14-21 and eligible Out-of-School youth as 16-24. Thus, individuals between 18 and 24 at the time of registration may be eligible for both adult and youth programs,

dependent upon the needs of the individual, and may participate in both adult and youth programs concurrently if appropriate.

C. Low income is defined as in individual who:

- ✓ Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- ✓ Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (inclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of-
  - the poverty line, for an equivalent period; or
  - 70 percent of the lower living standard income level, for an equivalent period;
- ✓ Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- ✓ Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- ✓ Is a foster child on behalf of whom State or local government payments are made; or
- ✓ Is an individual with a disability whose own income meets the requirements above.
- ✓ WIOA contains a new provision that allows for youth living in a high-poverty area to automatically meet the low-income criterion that is one of the eligibility criteria for ISY and for some OSY.
- ✓ In addition, an ISY who receives or is eligible to receive free or reduced price lunch would meet the low-income requirement.

**Note:** When a school does not use individual eligibility criteria to determine who is eligible for free or reduced price lunch, whole school receipt of free or reduced price lunch cannot be used to determine WIOA low-income status for ISY. In schools where the whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on meeting one of the other low-income categories under WIOA.

If an OSY is a parent living in the same household as a child who receives or is eligible to receive free or reduced price lunch based on their income level, then such an OSY would meet the low-income criteria based on his/her child's qualification.

#### IV. PROGRAM SERVICE ELEMENTS

The WIOA lists 14 program service elements that must be available to youth in the state's local service areas. Individual youth participants should be provided only those elements which are identified as a need on the individual participant's objective assessment and Individual Employment Plan.

To support the attainment of a secondary school diploma or its recognized equivalent, entry into post-secondary education and career readiness for participants, SMW service providers shall provide, or provide monitored access to, services consisting of the following elements:

- 1). Tutoring, study skills training, instruction, and dropout prevention
- 2.) Alternative secondary school services, or dropout recovery services.
- 3.) Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
  - Summer employment and other employment opportunities available throughout the school year.
  - Pre-apprenticeship programs
  - Internships and job shadowing
  - On-the-job training opportunities
- 4.). Occupational skills training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
- 5). Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- 6.) Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
- 7). Supportive services.
- 8). Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
- 9). Follow-up services for not less than 12 months after the completion of participation, as appropriate.
- 10). Financial Literacy Education.
- 11). Entrepreneurial Skills Training.
- 12). Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career

awareness, career counseling, and career exploration services.

13). Activities that help youth prepare for and transition to post-secondary education and training.

14). Education offered concurrently with workforce preparation activities and training for specific occupations or occupational cluster.

**V. EFFECTIVE DATE**

This policy is effective June 11, 2020.

**Approved by the Local Workforce Development Board**

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Benny Hubbard, Chairman

# **EXHIBIT D**

## **PY'20 Proposed Budget**



**Southcentral Mississippi Works  
Workforce Development Area  
PY 20 Youth Budget  
July 1, 2020 - June 30, 2021**

|                                     |                  |
|-------------------------------------|------------------|
| Estimated PY 19 Carry-over          | 1,158,253        |
| Py 20 Allocation                    | <u>1,558,568</u> |
| Total Available for PY 20 Subawards | 2,716,821        |

| <b>Proposed Subawards</b>                | <b>Funding Amount</b> | <b>Area to be Served</b>  |
|--|-----------------------|---|
| MS Department of Employment Security     | 550,689               | Madison, Yazoo, Simpson, Lincoln, Copiah, Jefferson, Lincoln, Lawrence, Adams, Amite, Pike, Walthall, Wilkinson |
| Hinds Community College                  | 890,780               | Hinds, Rankin, Warren, Claiborne  |
| Copiah-Lincoln Community College         | 131,610               | Adams, Jefferson, Franklin, Copiah, Lincoln, Simpson, Lawrence  |
| MS Department of Rehabilitation Services | 103,317               | All counties  |
| Working Solutions (Internship payments)  | 360,000               | All counties  |
| WCARC                                    | 85,143                | Warren  |
| Yazoo Co. Youth Court                    | 153,319               | Yazoo   |
| Madison Co. Youth Court                  | 176,297               | Madison, Yazoo  |
| Refill Jackson Initiative                | 252,166               | All counties  |
| Sunnybrook Transitional Living Program   | 253,227               |   |

|                              |           |
|------------------------------|-----------|
| <b>Total</b>                 | 2,956,548 |
| <b>Over/Under Obligation</b> | (239,727) |