

WORKFORCE INVESTMENT COUNCIL
Final WIC Board Conference Call Meeting Minutes
Wednesday, March 05, 2014
3:00 P.M. to 3:30 P.M.

I. Call to Order and Introductions

The Chair called the conference call meeting to order at 3:05 P.M. and welcomed all board members and guests who were on the call.

Board members present on the phone call included:

Robin Anderson	Lyles Carr
Joe Andronaco	Celine Fejeran (designee, Abigail Smith)
Jesus Aguire	David Grosso
Robert Brandon	Ronan Gulston (designee, Kenyan McDuffie)
Michael Harreld	Sarah Oldmixon
Cedric Henricks	Adrienne Todman
Catherine Meloy	

Board members who sent an electronic mail vote:

David Berns	Thomas Penny
Tony Cancelosi	Laura Nuss
Victor Hoskins	Chris Smith
Lori Kaplan	Tynesia Boyea-Robinson
Tom Luparello	

Board members not in attendance:

Charlene Drew Jarvis	
Solomon Keene	Neil Stanley
Barbara Lang	Nicola Whiteman
Carl Rowan	Calvin Woodland

The Chair invited Kermit to review today's conference call agenda. Kermit thanked everyone for taking time to be present for the call. He explained that the goal for today's conference call would be to present and discuss edits to four youth policies – Youth Eligibility, Selection of Youth Service Providers, Youth Program Design, and Youth Monitoring. The revisions were made in response to feedback received through the development of the new WIA Youth Program monitoring procedures and from the U.S. Department of Labor.

Kermit explained that he would provide a brief overview of the proposed changes to each of the two policies. He then explained the voting procedures for this board call, noting that for each board policy a voice vote would be called. If necessary, a motion could be made to hold the vote open for board members who opted to vote electronically via email.

II. WIC Policy 2013.012, Change 1: WIA Youth Eligibility

Kermit explained that WIC is proposing make the following changes to the WIA Youth Eligibility policy approved at the October 8, 2013 board meeting:

- 1) On page 3, modified the definition of in-school youth to include the requirement a youth must be “attending a DC Public School, charter school, or alternative school that has partnered with a youth service provider...” The definition was modified to better align with the secondary school partnership requirements of the RFA.
- 2) On page 5, added the federal definition of youth.
- 3) On page 5, pursuant to federal regulations, DOL requested the WIC remove language referencing youth who are “attending a post-secondary school and deficient in basic literacy skills” in the out-of-school youth definition.
- 4) On page 7, DOL requested the WIC include clarifying language regarding the usage of self-attestation to ensure it is used appropriately.
- 5) On page 8, included the criterion of “District Residency” with the corresponding required eligibility documents on the Acceptable Eligibility Documentation List. Under District law, individuals enrolled in the WIA Youth Program must be District residents.
- 6) On page 9, added additional eligibility documents for certain Barriers to Employment or Education criterion, including a report card for dropout; judicial or court order or police report for gang affiliated and victim of domestic violence; and a school letter for limited English proficiency.

After presenting the proposed changes, Kermit asked the board members if they had any questions. One board member asked would a fourteen year old who is Basic Skills Deficient qualify under the definition of In-School Youth. Kermit responded that under federal law, a student with those attributes would qualify, but the current In-School RFA restricts eligibility to youth entering their 3rd and 4th year of secondary school. The board member then asked if a 3rd or 4th year student with an Individual Education Plan (IEP) would qualify. Kermit responded they would as long as the student attended one of the host partner schools.

Another board member asked how is alternative school defined in the In-School Youth definition. Is the WIC using the Office of the State Superintendent of Education’s (OSSE) definition? Kermit responded the WIC’s understanding of alternative school is the OSSE definition, but that said, the WIC has not defined alternative school in the policy or the RFA. The board member further asked if there were any restrictions on attendance status (i.e. full-time or part-time) for students who attended an alternative school. Kermit answered, there are not.

BOARD VOTE: Upon a MOTION made by Lyles Carr and seconded by Celine Fejeran, the board members present unanimously voted to approve WIC Policy 2013-013, Change 1: Selective of WIA Youth Service Providers through a voice vote.

Nine board members voted electronically. Eight voted Yay and one voted Nay. The policy was approved.

III. WIC Policy 2013.013, Change 1: Selection of WIA Youth Service Providers

Kermit then explained that WIC staff were proposing two changes to the Selection of WIA Youth Service Provider policy approved at the Oct 8, 2013 board meeting. The proposed changes were as follows:

- 1) On page 2, changed the language regarding the Administrative Entity's role in objective assessments from "shall" to "may." The language was modified to better reflect the Department of Employment Services (DOES) role in assessment.
- 2) On page 4, the percent of required WIC Board members and Youth Employment Change Network (YECN) members on the review panel was changed from 50 percent to 30 percent. The change was made due to the high percentage of potential Grantees on both Board and YECN, and to not over burden members on either entity. Kermit assured the Board that the WIC will still reach out to youth and workforce experts to sit on the review panel.

After Kermit presented the proposed changes to the policy, he asked the board if they had any questions regarding the changes. No questions were raised. Since no further comments or questions were raised, the Chair asked for a motion to be called to vote on the WIC Policy 2013-013, Change 1: Selection of WIA Youth Service Providers.

BOARD VOTE: Upon a MOTION made by Lyles Carr and seconded by Joe Andronaco, the board members present unanimously voted to approve WIC Policy 2013-013, Change 1: Selective of WIA Youth Service Providers through a voice vote.

Nine board members voted electronically, all in favor of the proposed changes. The policy was approved.

IV. WIC Policy 2013.014, Change 1: WIA Youth Program Design

Kermit explained that WIC is proposing make the following changes to the WIA Youth Program Design policy presented at the October 8, 2013 board meeting:

- 1) On page 2, included language regarding how a youth could connect to Alternative Secondary Schools. Under WIA, Alternative Secondary Schools is one of the required 10 program elements and thus must be made available to WIA Youth participants.
- 2) On page 3, added language indicating that the youth service providers are responsible for maintaining the official case file and the documents that must be included in the case file. Kermit explained that the youth service providers are currently maintaining case files with all the required documents, but that this language was added to explicitly identify who is responsible for the official case file for audit purposes.
- 3) On page 3, modified the list of services that can be supported using WIA funds and included the requirement that youth services providers must maintain documentation of the need for specific supportive services as part of the Individual Service Strategy.
- 4) On page 4, included language that will allow the Department of Employment Services (DOES) to provide follow-up services in the event the youth service provider is unable to provide the mandated follow-up services.

After Kermit presented the proposed changes to the WIA Youth Program Design policy, he asked the board if they had any questions regarding the changes. No questions were raised. Since no further comments or questions were raised, the Chair asked for a motion to be called to vote on the WIC Policy 2013-014, Change 1: WIA Youth Program Design.

BOARD VOTE: Upon a MOTION made by Lyles Carr and seconded by Catherine Meloy, the board members present unanimously voted to approve WIC Policy 2013-014, Change 1: WIA Youth Program Design through a voice vote.

Nine board members voted electronically. Eight voted Yay and one voted Nay. The policy was approved.

V. WIC Policy 2013.015, Change 1: WIA Youth Monitoring

Kermit explained that WIC staff were proposing three changes to the Youth Monitoring policy presented at the October 8, 2013 board meeting. The proposed changes were as follows:

- 1) On page 3, DOL provided feedback that the policy as written requires more program monitoring than necessary. Thus, the program monitoring schedule was changed to an annual site visit and semi-annual desk reviews.
- 2) On page 4, lengthened the amount of time (from 10 days to 15 days) DOES must complete the final performance report to allow sufficient time for DOES and the youth services to clarify any performance discrepancies.
- 3) On page 6, the monitoring resolution activities was modified in order to streamline those that process.

After Kermit presented the proposed changes to the WIA Youth Monitoring policy, he asked the board if they had any questions regarding the changes. No questions were raised. Since no further comments or questions were raised, the Chair asked for a motion to be called to vote on the WIC Policy 2013-015, Change 1: WIA Youth Monitoring.

BOARD VOTE: Upon a MOTION made by Lyles Carr and seconded by Catherine Meloy, the board members present unanimously voted to approve WIC Policy 2013-015, Change 1: WIA Youth Monitoring through a voice vote.

Nine board members voted electronically, all in favor of the proposed changes. The policy was approved.

VI. Public Comment Period

The Chair opened the floor for public comment. No public comments were made.

Kermit then asked the board if the vote could be held open until COB the following day to allow for electronic votes from board members who were not on the call.

BOARD VOTE: Upon a MOTION made by Lyles Carr and seconded by Catherine Meloy, the board members present unanimously voted to hold the vote open until 5 PM on Thursday, March 6.

VII. Closing Comments and Announcements

Kermit restated that the he was going to send an email asking that those WIC members who were unable to vote on today's call, vote via email before COB tomorrow, March 6, 2014 and asked the board if there were any closing comments of announcements. Hearing none, the Chair ended the call.