**YouthWorks Operations Meeting**

**Webex meeting 9/16/2020**

1. **Welcome and introduction:**Alicia Oatman was introduced as the supervisor of the monitoring unit.

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| **Cynthia Torres** | **Fran Kuhn** | **Alicia Oatman** | **Anne Dillon** | **Ren Parikh** |
| **Leesa Toscano** | **Marian Woodson** | **Mike Hull** | **Torrie Garvin** | **Dhara Bachman** |
| **Amanda Nye** | **Connie Lane** |  | **David Cohen** | **Stacy Forman** |

**Minutes from the previous meeting were reviewed,**

1. **Eligibility Q & A:**

* Eligibility process at the One Stop Career Center has been completed through calling, emailing, mail, or picked-up/drop box at the employee entrance.
* A client or vendor may drop off paperwork at the drop box as well.
  + Due to the pandemic, we will allow scanned copies, but original copies are preferred
* Clients are only allowed into the building by appointment only.  Their names will be on a list with the security guard.
* All visitors must wear a mask while in the building
* Testing for CASAS and HSE are by appointment only
* Appointment for HSE/TASC testing with Ken Olivenbaum or Dan Kelly.

1. **ISS Review:**

* Cynthia Torres will be conducting an ISS refresher on Webex on Thursday, September 24, 2020 at 1:30PM.
  + This will be a page by page review of preparing an ISS plan
* ISS activities **cannot** be dated prior to the eligibility approval date
* An ISS plan must be individual to that person.
* Part III of ISS, Career Pathways/Goals on ISS the Performance Indicator is the benchmark achievement goal
  + For example, **Educational goal:**  a short-term goal would be to achieve annual IEP objectives/ increase scores; a long-term goal would be working toward a high school diploma; the **Performance Indicator** is Youth attaining the high school diploma
    - **Performance Indicators** are attaining the high school diploma, employment, occupational credential attainment, EFL increases, enrollment into post-secondary or occupational training.
* Youth may not know their strengths or weaknesses but don’t leave section blank
  + Examples: A strength may be, “Willing to learn”, a weakness may be, “Youth has no work experience”
* **Staff member** is the YouthWorks case manager and **Case** **Manager** section is the person who is creating the ISS.  This was confusing to everyone.
  + **Case Manager signature:** Refers to the person creating the ISS and responsible for ensuring the ISS will be followed

1. **Time sheets and Benchmarks:**

* Timesheets need to be submitted five days of the following week
  + If anyone cannot get the timesheet in on time, then please ask for additional days.
* A client cannot be enrolled until a timesheet is received.
* Timesheets should never be dated prior to the eligibility date and that timeframe will not be counted for enrollment.
* Should the online logins reports be submitted?
  + Online login reports could be submitted along with the timesheets as documentation for proof of participation in program
* If youth already has employment when entering program this is not counted as a Benchmark, unless youth gets a promotion or a new job.
  + For instance, youth worked as a prep person in kitchen and youth received the ServSafe management certification in youth program and then is promoted to Sous Chef.  That promotion or increase in pay is a Benchmark.
* If youth gains employment during or after program, please send case manager documentation such as a letter of employment or copy of pay stub

1. **Pandemic Best Practices:**
   * **ACSSSD:** As per the Department of Education best practices

* Staff and students are to wear masks.
* There are temperature checks at the door.
* There are hand sanitizer units in areas of the school.
* There are more buses therefore, less students are on each bus for spacing of students.
* This year, parents may bring and pick up their children from school.
* Parents may decide to continue online education or have youth in the classroom.
* Classroom sizes are smaller and more spread-out
  + **Ideal**:
* Ideal is utilizing goggle classroom and ZOOM to teach youth.
* A Chromebook is given to student to study online.
* Mask required in buildings
* Sanitizer provided
  + **Boys and Girls Club**:
* There are sanitizer units in the building.
* The Teen Center is open from 3PM to 8PM Monday to Friday.
* There are safety precautions taken for students and parents to feel comfortable
  + **Stockton**:
* There is a health pledge said each day at Stockton.
* Staff and students have an option to wear gloves
* Must wear a mask.
* There are sanitizer units throughout building.

**VII.  Program Year 2019 Review:**

* Reports provided for review

**VIII.  Youth Service Provider Updates:**

* **ACSSSD:**
  + Due to the pandemic, there are no community-based work experience currently.
  + There are 15 students who will have school-based work experience, learning various job duties in the different departments of the school.
  + There is a use of google classroom assignments
  + Students go back and forth with Chromebooks.  This is essential in case of another surge of virus and places are shut down once again.  Students will be able to continue at home online.
  + There are 14 students in school and six are virtual.  1 student moved; 1 student graduated early/ employment.
  + 13 enrollment packets have gone out to students.
* **Boys and Girls Club:**
  + A student will choose a development track which is best for the individual.
  + New to PY20 is the robotic and design Lab to teach students how to build and program a robot.
  + Students will have cooking lessons in the kitchen with Chef Pam Green.  Torrie said, “Invitations will be sent out to visit the Boys and Girls Club to see the new lab as well as kitchen.”
  + Shoprite hired two youth from the Boys and Girls Club recently.
  + The students who do not have computers may come into the Boys and Girls Club for classroom study.  Those who have a computer and internet can work online.
* **Ideal:** 
  + There are 10 to 12 students ready to take their HSE exam.
  + Virtual reality will be moving to the Atlantic City Tanger outlets next to Aeropostale.
  + The youth in the entrepreneurship and the Ideal discount Club are learning how to sell on online sites.
  + The profits made will fund other projects at IDEAL.
  + Ideal will soon become a testing site for HSE and CASAS testing.
* **Stockton**:
  + There is a slow recruitment due to the public health crisis.
  + Students are afraid to work in the hospitality fields currently
  + Researching to make changes to their program for more In Demand careers
  + Many of the students do not have computer/internet capabilities
* **Court Referrals**
  + Connie Lane is continuing with court referrals.
  + Connie is getting job lists together.
  + She is calling employers to see if they will hire age 16+.
  + Connie will be working with the Bridges contract.

**IX.  Monitoring Update:**

* Mike Hull stated the ISS plans seem excellent.
* The ISS will be reviewed by monitors, dated and initialed and stamped received.

**X.** **Misc:**

* Fran Kuhn will continue to email job leads and job fair information.  “Our performance measures are critical, and we have to help businesses to see the talents of our clients. Let’s get credentials and document on the OSOS system.”
* Bridges contracts: JEVS justice involved youth and JFS youth with disabilities