

**Neediest Regions use of the 15K for  
Summer Youth Ramp-up (Regions 2, 3, 4, 6, 7, 9, 10, 13, 16, 19)**

**Region 2 (Workforce Development Board of Okaloosa and Walton Counties)**

The Workforce Development Board of Okaloosa and Walton Counties will use the “Neediest” Summer Youth funds primarily for developing the Regional Summer Youth Jobs Plan. The majority of the funding will be spent on staffing to plan and to conduct outreach for recruitment of youth and work sites. The Workforce Board Fiscal Director (at the direction of the Executive Director) is tracking the Summer Youth Planning Funds via the MIP Fiscal system. Board management staff are aware that the planning funds are available through June 30, 2009. An accountability of the designated funds will be provided upon request. The plan will also focus on identifying and leveraging funds to complement or supplement WIA funds received for providing summer jobs and work experience for economically disadvantaged youth aged 14-24 years of age. The Summer Youth Plan will also address alternative services funded by Adult funds for youth 18-24.

The Workforce Board has designated staff to develop the Plan and begin its earliest required tasks. Designated staffing has coordinated and conducted numerous community meetings to notify community agencies of the availability of funds for a summer jobs program and to solicit their input for a successful 2009 Summer Youth program. Meetings have been held with:

Education Partners

(Okaloosa and Walton School Districts and Post-Secondary Institutions)

Community-Based-Organizations

Faith-Based-Organizations

Military Partners

Private Sector

Public Sector

Department of Children and Family Services

Department of Juvenile Justice

Utilities Industry

Take Stock in Children

Some of the proposed 2009 SY Activities to date include:

1. Development of Required Forms
2. Development of SY Plan (Plan Modification to WFI)
3. Development of Work Sites
4. Development of Plans Requirements
5. Exploring options for use of stipends or wages for participating youth

6. Assessing interest and suitability for current youth to be offered a priority for participation in the summer jobs program
7. Developing a “Priority System” for participation in Summer Youth Jobs
8. Developing an Outreach Plan for potentially eligible youth
9. Conducted research on the stipend / wage option (on-going research and analysis of the AWI Consultation Draft Guidance)
10. Develop the Summer Youth Budget for approval by the Finance Committee and the full Workforce Board
11. Continue research on the allowability of paid Scholarships for top participants

### **Proposed SUMMER YOUTH PLANS Region II**

The Plan will be developed with the following facts and/or principles:

- Total of \$15,000 available for developing the Summer Youth Plan; funds must be spent not later than June 30, 2009
- Total of approx \$160,000 available for 2009 Summer Youth Jobs Program
- Develop strategy for On-going Year Round Youth Program to supplement summer program
- Staff will focus on recruitment and eligibility certification during April and May
- Plan to include an Academic Element as appropriate (FCAT focus and/or Ready to Work)
- Work Readiness Pre and Post Assessment as appropriate for the planned activity; pre and post assessment tool will be the same tool.
- “Green” Touch through Energy Conservation and Awareness for Alternative Energy
- Explore a One-Week Camp with Gulf Power
- Continue conversations with Chelco (Utility Company) for a Walton County project
- Continue to explore inclusion of First Robotics in the Summer Program
- Plan for use of Work Teams / Crews wherever possible
- Encourage Career Exploration as part of the Summer Youth program
- Researching Workers Compensation or Insurance Coverage from state of Florida OR Insurance Coverage through private carrier

- T-Shirts for Summer Youth
- Plan for a Day of Celebration at the end of Summer Program
- To achieve balance of an adequate length of program with engaging as many of the eligible youth as possible, (Plan will most likely be based on a 4 week Program in order to include as many youth as possible)
- Focus on 16-18 Work Experience
- 18 + Employment in the Private Sector
- Employ an Eligible Older Youth/s for each One Stop for Recruiting and Referrals
- Community Service Projects in partnership with the Public Sector
- Explore possibility of summer youth work experience to allow Walton County youth to assist with Move from Old High School to New High School
- SY Design is On-going and Open for Input from stakeholders

Having planning funds available to begin the necessary early planning for a meaningful and successful Summer Youth Jobs Program will contribute immeasurability to the overall results and outcomes.

### **Region 3 (Chipola Regional Workforce Planning Board)**

First note that we have not created any new positions from the funds. The service provider will be creating some new positions with the ARRA funding to operate the program, but the \$15,000 was not used to create a new position.

The majority of the funds are being used to fund time spent by existing staff on the summer youth project. Our cost allocation plan also shifted costs to the youth program as our cost allocation is determined by how staff spends their time. This project has caused us to spend a significant amount of time on youth that would not have been spent in this area.

The major tasks have been working with employers to develop work training sites across our five county region, working with our five school districts to develop an outreach plan for those youth still in school, working with a local DJJ facility to develop a plan that will allow us to include DJJ youth in the program, time spent developing forms, time spent reading and learning from the information put forth by USDOL, AWI, and other workforce regions, and time spent developing appropriate outreach tools for our large geographic area.

We are spending funds on travel for training sessions as well as for travel to meet with employers and school officials.

The time commitment for this project has been substantial and the learning curve has been steep.

We do want to thank the committee for the funds. These funds allowed us to move forward with our planning. We also want to thank the other workforce boards in Florida that have been very receptive to both our thoughts and suggestions as well to our requests for information and assistance.

#### **Region 4 (Gulf Coast Workforce Development Board)**

We are most grateful for the dollars as they are allowing us to get the planning done that we need in order to start up immediately.

We are hiring a Special Projects Coordinator who will be paid from the planning allocation during April, May and June and rolled into the Summer Program under summer dollars. The Coordinator will be working with our younger youth providers to develop internship slots across the three counties and be solely responsible for developing slots for older youth across the same area for the Board's OY program.

The funds will be used to pay the equivalent of \$30,000 per year plus fringes over those three months, pay for supplies, cell phone, mileage (there will be a lot of in-region travel) plus have the appropriate amount added into the cost pool per our required cost allocation plan.

#### **Region 6 (North Florida Workforce Development Board)**

This report contains a summary of the activities the North Florida Workforce Development Board has conducted thus far with the Summer Youth Planning Funds. In keeping with this region's objective to assist youth in gaining work readiness skills, the following activities have occurred in preparation for the summer youth program:

**Staffing needs and requirements** have been reviewed and identified. Job Descriptions have been written and a performance measurement form created to review and evaluate job performance. The staffing will include a mix of current staff and hiring additional staff to support the program. A plan for supervision of youth and work site hosts has been created that allows for daily supervision.

**A supply list** has been created for the summer employment plan. Vendors have been identified and prices secured. Supplies will be ordered by April 15<sup>th</sup>.

**Youth eligibility** has been established, with a focus on older and out of school youth. Work readiness will be the primary goal of the program. A priority system has been established for candidates. A wait list procedure has been created in the event a slot becomes available.

**A Plan for youth recruitment** has been established. Age-appropriate veterans and out of school youth will be contacted via the Employ Florida Marketplace. Additional recruitment will occur through local educational institutions and community and/or faith based organizations.

**Worksite eligibility** requirements have been established and a system for prioritizing worksite host requests. Priority will be given to sites offering exposure to and training for green jobs, high demand occupations, and the potential for unsubsidized employment in the future.

**A system for recruitment of worksite hosts and application process for work site hosts** has been established. NFWDB's Employer Service Representatives will assist in recruitment. A concerted effort will be made to secure host sites that offer experience with green jobs, such as recycling centers, energy plants, landscaping companies that use native plants, and flooring stores that promote the use of cork. Completed applications will be reviewed by the Operations Director and Executive Director.

**Assessment of Youth** will occur using the Ready to Work credentialing program, and basic education level assessment (TABE). A pre and post test will also be implemented in the employability skills training which will be conducted at the beginning of the summer program.

**An Orientation to Summer Youth Program** has been designed that will include an explanation of the program guidelines, requirements, and financial literacy expectations and goals.

**The Program Duration** is expected to be June 1 through August 30 with the possibility of an extension into the school year for some program participants. It is expected youth program participants will report to the program on Monday, June 8, 2009.

#### **Work Readiness Curriculum/Plan**

Staff have designed a flexible work readiness curriculum that covers financial literacy skills, job search skill, regional occupation demand lists, job retention skills, career exploration, and other employment related topics. A schedule has been proposed to provide classes in all six counties of the region. The Florida Ready to Work program will be used as part of the training aspect of the program.

#### **Hours and Wages**

Youth will work a maximum of 20 hours a week. Youth will be paid minimum wage, and an additional incentives plan is under consideration. A procedure for time sheet collection, approval, and pay check distribution has been established.

#### **Termination from the Summer Youth Program:**

Guidelines have been created to allow for termination from the program in cases of repeated non-compliance or aggressive and threatening behaviors.

**Record Keeping:**

All youth participating in the summer program will be enrolled in EFM. Services and case notes will be entered into the EFM system. Documentation requirements have been established for the youth program, including eligibility requirements, and grievance procedures. Files and the EFM system will be reviewed by the Operations Director for quality control and monitoring purposes.

**Summer Youth Program Follow-up:**

After the close of the program, the youth program coordinator will conduct host site and participant evaluations. WIA youth follow-up will occur as directed in state and local policy for youth who are retained in the year-round WIA youth program.

**Staff Training:**

Board staff has attended all conference calls initiated by AWI/WFI regarding the summer youth program, and two members attended the state meeting in Orlando on March 26.

**Region 7 (Florida Crown Workforce Board Inc.)**

Pursuant to your e-mail of March 16, 2009, following is a brief outline of how RWB-7 plans to utilize the Summer Youth Planning Award:

\$5,000 for Advertising and Outreach: Preparation of tri-fold color brochures, flyers, PSA ads in newspapers in our four counties;

\$5,000 for Start-Up Materials: Purchase of a laptop computer and wireless card, folders, forms and work readiness curriculum;

\$2,500 for Travel: Travel expenses to start up program in all four counties and to attend necessary conferences and meetings; and

\$2,500 for Rental: Identification of classroom space in all four counties.

**Region 9 (Alachua/Bradford FloridaWorks) – Awaiting Response****Region 10 (Citrus Levy Marion Regional Workforce Development Board)**

Our Youth Council met on 03/06 and voted to put this funding into our contract with Henkels & McCoy, our youth provider, so that they could hire their summer youth manager for purposes of planning. Planning functions will entail: Development of work sites, timeline development, advertising and selecting supervisors, planning for application and eligibility process, and outreach activities and materials.

We are very grateful for the jump start that this provides especially in light of the turn around time that it might take to get our allocations out to the regions. Small regions would not have the ability to fund the start up process without this assistance.

### **Region 13 (Brevard Workforce Development Board, Inc.)**

It is with much appreciation that we present our plan for use of the \$15,000 planning grant award to help our region prepare for rollout of our summer youth strategy, titled, Emerge! – Achieve Your Greatest Potential. This funding has been crucial for our region given that it has been several years since we offered a summer program. To maximize use of this funding, BWDB hired a Planning Assistant to coordinate the activities noted below. Remaining funding has been used to make deposits on a training venue and an entrepreneurial workshop. Both these deposits were crucial to the success of the program and without the planning funds, those events could have easily been unavailable for the dates we needed.

1. The Planning Assistant is coordinating our Emerge! Pledge and Opportunity campaign. This person has and will continue to be responsible for fielding questions relative to the campaign, managing pledges submitted, coordinating worksite agreements and working with businesses to establish training development plans that will serve as the guiding tool for participants and worksite supervisors during the work experience module of the program. Activity to date has resulted in 25 pledged opportunities with more coming in daily. Starting this campaign as early as possible has been crucial to having enough manpower and lead time to get the campaign rolled out and in full swing as we will need to secure the majority of our pledges by the end of April in order to insure we have enough time to complete worksite agreements and training plans Mid-April through end of May. The Planning Assistant has and will continue to support development and dissemination of business outreach collateral to the business community. Of note, our Emerge! program is designed to focus on participant's career cluster interests. Thus, our Pledge an Opportunity campaign is reflective of this goal. Our goal is to secure 100 work experience opportunities across the Career Cluster spectrum. Additionally, the Planning Assistant will be a key staff member supporting the facilitation of our Emerge! Opportunities placement fair where participants will be matched to businesses relevant to their career cluster interest. BWDB intends to retain the Planning Assistant (using stimulus funding) to support worksite monitoring activity during the course of the work experience component of the program.

2. The Planning Assistant is also supporting the procurement process to secure our featured kick-off activity – The Extreme Entrepreneur Tour workshop facilitated by a the Extreme Entrepreneurship Education Corporation out of New York. This corporation was highlighted at the CWA conference in January and serves to educate young people about the entrepreneurial mindset and how it can be applied to “create a life of passion, purpose and prosperity”. The company is nationally recognized and has been featured on a variety of major television networks, as well as colleges throughout the country. We

are very excited about this unique opportunity. Prior to being awarded this planning grant, we were very concerned that we would not be able to secure the EEEEC's workshop given the very short scheduling timeframe we had to secure the date of June 1, 2009.

3. The Planning Assistant has coordinated procurement process activity to secure a venue for our pre-placement training. In an effort to avoid "classroom" style training, we will be offering training in a conference-style environment. We believe that this environment will be more conducive and better align to a business model, an important facet to preparing workers to be successful in a business environment. As was the case for securing the workshop, we were also very concerned that we would not be able to secure a venue (space needed for 10 business days – 6 hours a day, 1st two weeks of June). This funding has allowed us to get our venue secured.

4. We will be providing transportation for the pre-placement training module of the program. Thus, the Planning Assistant is working this procurement activity as well.

5. Other procurement assistance activities will include securing vendors (subject matter experts) to provide leadership development, personal development, financial literacy, CPR/First Aid, and securing a companion book to the Entrepreneur workshop.

BWDB is very appreciative of the Youth Opportunities Committee's support to develop a high-quality summer youth strategy. Given the very short time frame we have to put things in place for rollout on June 1, the YOO planning grant has enabled us to secure crucial items requiring a longer lead time to procure, as well as provided us with much needed manpower to insure that our business outreach campaign is successful.

### **Region 16 (Pasco-Hernando Jobs and Education Partnership Regional Board, Inc.)**

Region 16, Pasco Hernando Workforce Board, would like to thank the Youth Opportunities Committee for their generosity. The \$15,000 we received is being used to hire a Summer Youth Program Manager. The individual we selected has over 20 years of experience with non-profit agencies as well as Workforce practices and procedures. She has also has experience with Summer Youth Programs. We feel very blessed that we were afforded this opportunity to hire someone with her knowledge.

Beginning this week, her primary duties will be to develop, oversee and administer all activities related to the Summer Youth Program (SYEP).

### **Region 19 (Heartland Workforce)**

It is Region 19's intent to use these funds to hire a Special Projects/Quality Assurance Coordinator. The funds will be used for the position's salary, benefits, supplies, and expenses. We believe we need someone on board to help coordinate and develop the summer youth projects in our region. Please advise if you need additional information.