

**DATE:** June 11, 2008

**TO:** Youth Technical Workgroup

**FROM:** Jim Coley  
Michael D'Annibale  
Deb Shifflet

**SUBJECT:** May 7, 2008 Youth Technical Workgroup Meeting Minutes - Pennsylvania Partners Annual Employment, Training and Education Conference - Hershey, PA

### **PA Partners Business**

- Deb Shifflet (Southcentral – York County) volunteered and agreed to take on the challenge of workgroup recorder.
- Brenda Ward and Jim Paisley are our current State contacts. Brenda's address is [bward@state.pa.us](mailto:bward@state.pa.us) and Jim's address is [jpaisley@state.pa.us](mailto:jpaisley@state.pa.us).

### **Youth Services Academy 2008?**

- Status of the Youth Services Academy. Meeting attendees were overwhelming in favor of a 2008 Academy.
  - For the past several years, the state has underwritten registration fees, meals and speaker costs associated with the academy.
  - Workgroup members were satisfied with the location and general timing of the academy.
  - Ideas for Keynote Speaker
    - Is a Keynote Speaker necessary?
    - Consider inviting youth to speak
    - More local input. List a workshop that all who attend this workshop are “presenters” so that each attendee of the workshop would talk about the specifics of their youth program.
    - Doran Condon suggested the Youth Services Academy could tackle/address the Common Measures calculation issues.
    - Information/presentations on industry partnerships.

## CWDS Issues

- Case notes
  - Consensus is that staff is limiting the use of CWDS for case notes and prefer to have an ongoing word document so that they can “watch the story unfold”.
  - There is a confidentiality need with case notes that is not currently available with CWDS.
  - Other partners on CWDS system, DPW &OVR, have capability to maintain confidentiality.
  - Talk to your CareerLink Site Administrator about case note issues. It is also an Adult, Dislocated Worker, Labor Exchange, etc. issue.
  - It was noted that care must be taken when writing/entering notes.
  - Current case note navigation is cumbersome. You need to click on each individual date to review a small bit of information and then print it out.
  - Local areas should consider developing a case note policy.
  - It is recommended that Labor and Industry/ Deloitte add case note confidentiality into the system.

## Common Measures Tracking

- “Literacy/Numeracy is difficult to decipher!” Could use more training.
- Customer self-service in CWDS system impacts the “flow” of quarters toward exit. Suggestion was made that local areas work with Labor & Industry and request that CareerLink self-service activity NOT be entered so that WIA service and exit dates aren’t impacted.
- There appears to be difficulties in matching performance outcomes with the names of participants who impacted a particular measure.
- There are still standard reports available in CWDS that may be of assistance for performance management.
- A local area reported that they assess out-of-school youth with both TABE and then WorkKeys. Both pre and post test results were entered into CWDS but when the customer only showed gains in one test, they were hit with a negative for Literacy/Numeracy measure.
  - It was suggested that a checkbox system be put in place to indicate which test you want reported and followed until then only report the results of one test.
- Site Administrators have periodic conference calls with Labor & Industry/ Deloitte. Contact your Site Administrator to voice your CWDS concerns.
- When exiting to Post-Secondary training the customer’s credential/certificate must be received within the specified period or performance outcome is negative.
- It was suggested that a blog be utilized where information on CWDS, Common Measures, Programming, etc. can be shared. If an answer to a question/request is provided in writing, it could be broadcast out to the

workgroup members. A blog site offering e-mail alerts when new info is made available is preferred.

- PA Partners' webpage lists current Youth Technical Workgroup members contact information and may have blog capability.
- There appears to be a literacy/numeracy performance issue with out of school youth carried over for a second year. If you enter a gain in year 2 before 365 days have transpired the system records a negative.

## **Local Programming**

- Kate Lomax shared information from the Council for the Workforce of Tomorrow (formerly PA Youth Council)
  - Discussed request for information from Toni Strong.
    - Sub-group of council is working on reengaging disconnected out of school youth issues.
    - Philadelphia may host a summit to look at the issue.
    - WIA funding is the primary funding that addresses/targets this group.
    - Toni requested participant and program success stories for her presentation to legislators.
    - Past and present Government Achievement Award winners and nominees are a good source for success stories.
  - Governor's Infrastructure Plan
    - Welders are needed to repair roads and bridges.
    - Representative from Lancaster County Probation/Parole talked about their attempt to develop a Welder training center.
    - Customers are being train in welding but due to their circumstances, have lost driver licenses.
    - Career Education is necessary to inform students and parents of the value of trades training.
- Several areas talked about their youth programs
  - Middle school camp at a local Career and Technical Center for hands on career experiences.
  - Camps for youth using Tech Prep \$\$ - robotics, green construction and health care.
  - Several areas (Berks, Bucks) have an Out of School Youth CareerLink or a room within their CL exclusively for OSY.
  - Northwest uses Clarion University students as volunteers to lead activities and provide guidance.

- Local Area subcontractors are hesitant to enroll 14 – 16 year olds due to the commitment of time required until they can be exited and attain a credential.
- Janet Dicenzo talked about the concern that Career Education and Work Standards will fall by the wayside if not included as part of PSSA.
  - A Professional Development group is developing a curriculum using the standards to avoid this from happening.
  - Pre-service for teachers will mandate training on CEW standards.

### **Next meetings**

- At Youth Services Academy.
- Conference Call may be scheduled in January '09