



**Delaware Workforce Development Board
Minutes Executive Committee Board Meeting
Goodwill of Delaware
Wilmington, DE 19802
September 10, 2019**

9 a.m. to 11 a.m.

Attendees: Gary Stockbridge, William Potter, Robin Mckinney-Newman, Wanda Holified, Deneisha Turner, Victoria Counihan (DAG), Cerron Cade, Luke Rhine, John Chrzanowski, Barry Crozier, Ray Fitzgerald, Andrea Guest, Mike Quaranta, Sherese Brewington-Carr, Barry Butler, Gwen Cross, Richard Fernandes, Joyce Ottinger, Lori Reeder, Jim Tribbitt, Rachel Turney

Welcome and call for Quorum. A Quorum was achieved, and Gary Stockbridge called meeting to order.

Minutes approved. John Chrzanowski motioned, Barry Crozier second, motion carried

Performance Measures Committee Lori Reeder reported on Delaware performance. All performance measures looked good and significant improvement with youth measures have been achieved, 106.5% in total. Lori stated that this will be the first year doing eligible trainer provider performance reporting. There is no performance in yet because it requires another year out, this year will just be number of participants and number of exits. There is a report already generated and sent to ETA. ETA is still working on the report, so the report itself cannot be seen yet. As well, the report cannot be certified until the results are viewable. Secretary Cade expressed concern about what is done with the information that we receive regarding performance; the Trainers Provider List and what process is in place to take them off the Provider List if they don't perform effectively. Mr. Potter stated that at beginning of next year there will be data about who is and isn't successful. The unsuccessful providers must be eliminated and once the data is available it will increase when clients start making choices. As a client you will be able to see all data. Lori reported that current results are good until April 2020, which is when goals must be set with the Feds. Mr. Potter shared that these goals will eventually be added to the state plan.

State Wage Interchange System (SWIS) Lori reported that she is working with partner agencies to get designations as a Performance Accountability Customer Information Agency (PACIA). The designation needs to be done so that agreement can be signed. E&T, DVR, and DVI, have already received this designation through the governor's office. The likeness of getting the designation before the October board meeting is unsure.

Youth Council

- **Charter Development** Mr. Potter reported that he and Michelle Taylor are working on redoing charts and all documents that go along with Youth Council. Due to some challenges; there will be additional guidance for members and recruiting new members as well, potentially Ron Eppes.

- **Mapping Services** Mr. Potter reported that DET runs summer youth, to which none of is DWDB money. DET put in the thought that the United Way Program called Youth Mapping was a valuable thing to add to all youth contracts. Mr. Potter expressed the concern of Michelle Taylor being the president of United Way and chair of Youth Council would appear to be a conflict of interest. After speaking with Victoria Counihan it is advised there be a vote as to whether this is a problem. Victoria said her legal advice is that this is not an issue since the money is coming from DET and not DWDB. The concern is that DET doesn't want to do something without everyone knowing what is being done. Although; technically there are no legal requirements for the board to sign off on the use of DET money; it is an add on service added on to providers that have already been approved. Victoria suggests talking about it in a public meeting and getting the board's approval to add on service to our providers and then DET will figure out how much money and decide whether to allot it. Secretary Cade added that this is a pilot, not an on-going program and the purpose of it is to assist individuals coming through the Summer Youth Program to better connect them with Pathways and other opportunities.

Gary made a motion for the board to approve linking of mapping services by United Way for in school and out of school youth with the understanding that the funding is not overseen nor approved by the board. Barry Crozier Seconded this motion. Motion Carried.

Proposal Review & Certification Committee

- **Funding Guidelines** John Chrzanowski reported that the plan is to have the Funding Guidelines done by Thanksgiving and then the RFP final approval will be at the December meeting. Mr. Potter added that the Funding Guidelines should be done before Thanksgiving because the RFP approval goes out after January and there are recommendations to be reviewed that aren't currently in the Funding Guidelines.
- **Cross Leveling of Funds** Mr. Potter reported we currently have contracts that are doing well and some are doing poorly. The contracts doing poorly have been closed. Stacey Laing was able to get the funding authority extended, so there is now additional money. Mr. Potter said that there is now \$500,000 that can be spent. Mr. Potter is asking for authority for Ms. Laing and himself to review to make cross level money for the programs that are doing well. The plan after making cross level money for the programs is to do other innovative things relative to Wilmington Youth Initiative. The concern is there was previous authority given to spend \$500,000 for work experience funding. Attention to this should be given now instead of waiting until the next meeting because some programs start in September and are moving forward. Mr. Potter is asking for permanent or temporary authority to spend monies to become available after the award period. He said there is currently no merit list because it has been exhausted. Mr. Potter is asking for the authority to move money and report back to the board about whereabouts. Mr. Potter will be coordinating with Ms. Laing and a contract will be signed for programs that have already been approved.

Gary made a motion to give Mr. Potter the authority to level up funds that come in with successful programs, subject to legal review of the need for the full board to review. If that legal review results in a requirement for the full board to review, the full board can approve of it in

October. If the board doesn't approve, the motion is also to update the Funding Guidelines. Barry Crozier seconded this motion. Motion carried.

Financial Oversight Report Barry Crozier reported on program expenditures where \$2 million were spent vs the 3.1-million-dollar budget. The expenses may be allocated to 2018 and the \$2 million will close the gap on the two-year contract. The Blue-Collar contract will be a two-year contract that does not tie in with the ITA's because of on the job training money. The ITA's will be refined in state and out of state and will be using more qualified Delaware providers.

Pathways Committee

- **CTE Planning** Luke Rhine reported that the last performance evaluation was done in July. The performance looks good and everything is on track. There are 25 programs running across 44 high schools. The enrollment verification youth will be done at the end of this month with an anticipation of 16,000 kids across the 44 high schools, approximately 33% of all kids grades 9-12. Analyzed outcomes for the 2018 and 2019 school year are being worked on. Over the last several years there has been an increase of 30 students completing advanced course work. The performance data is expected to increase beyond the 30% goal and this information will be presented to the full board at the October meeting.

Mr. Rhine added that the significant part taking place right now is the authorization of The Perkins Act. Work over the next several months will be to develop a revised State Plan. The states Perkins Plan hasn't been revised since 2006. It is hoped that both Perkins Plans fall into the WIOA and the State plan in order to submit a combined act. The work over the next several months is to submit that plan to the committee that is convened by the state Board of Education. Mr. Rhine said that he will be presenting updates at the October meeting and the public comments for the state plan will be available in March.

- **LEARN** Mr. Potter presented a briefing on LEARN. He reported that the program's funds of \$500,000 are to be used to engage employer groups, chambers, and associations to create a working space for youth. The purpose of the program is to expand employer participation in youth programs. DET, in coordination with DOE, will award the funds via a competitive process administered by the DWDB. He envisions a process very similar to what is already done with the annual RFP's. He reported that the board is authorized to accept private donations and is working with Victoria Counihan to figure out what that means and how private donations are accepted. The board, with the consent of The Secretary of Education and The Secretary of Labor, may adopt any rules or regulations. Currently, DWDB has a timeline specifically for getting RFP out in the street. The timeline is being worked on with DET to help put it together. Mr. Potter discusses that he envisions two phases. Phase I would be bringing employers in for planning grants. Phase II would be those who put together good planning grants, being available for a program grant to be evaluated afterward.

Ray Fitzgerald suggested a good way to get employers to participate is to offer subsidized wages to employers or to submit a proposal that is familiar. Mr. Fitzgerald stated that since this is all state funding his agency can partner with the program.

Mike Quaranta added that a summary of LEARN would be helpful to present to his board in order to spread the word. Mr. Rhine shared that he will give a summary to Mr. Quaranta that he can present to his board.

Wilmington Initiative

- **Wilmington Pilot** Ray Fitzgerald reported that Cat Lindroth and Rachel Turney have been working on a plan for youth employment in Wilmington. The plan will include a tier of three pilots to create youth employment. The tier pilots will include up to four level one programs. The level one programs combine soft skill and case management participants. Providing support at level one will create more opportunity for success at level two. There will be up to five level two pilots. Level two pilots will provide training, career services, wrap around services, and case management. The benefit of the tiered approach is that each of the partners get to perform an activity that is useful and familiar. Mr. Fitzgerald shared that with the extra support there is now a bigger chance for the youth to be successful. The programs will be linked to different programs such as legal, transportation services, and housing. The success of level two programs will be used to increase capacity in organizations that are willing to work with the youth.

Chairman's Report

- **Strategic Planning** October Overview. Mr. Potter said the main purpose of the October meeting is to sculpt the priority of the next four-year plan. The first phase of the October meeting will be a general abbreviated business session. The second phase will be a review of where we have been for the past four years, which will be for the four goal leaders who were involved. After lunch the plans for next year will be discussed. Prior to the October meeting, Mr. Potter and Mr. Stockbridge will meet to discuss what should be done going forward to present recommendations to the full board.
- **State Plan.** When the October meeting is complete, there will be priorities established for the next four years which will become the foundation for the State plan and the Strategic plan moving forward, Mr. Potter said. The State plan will be submitted no later than April 15, 2020 by Robin Mckinney-Newman.

Mr. Chrzanowski made the motion for the meeting to be adjourned. Motion carried.