



**Youth Committee Meeting Minutes**  
**Tuesday, March 25, 2014**

**Present:** Carl Cimino, Mary Eros, Myvan Khuu-Seeman, Lynn Morison

**Absent:** Frank Benest, Laura Stefanski, Ladan Dalla Betta, Van Dang, David Pulido, Amber Grewal, Cuauhtemoc Hernandez

**Also Present:** Cathy Haynes, Kris Stadelman, Cindy Stahl

**I. Welcome and Review Agenda**

Carl reviewed the agenda

**II. Discussion / Monitoring Review**

**• Review of Youth Program Contract with Bill Wilson Center**

Bill Wilson Center was awarded a contract beginning 10/1/13 to operate the NOVA WIA Youth Program for In-school and Out-of-School Youth. The contract is for 12 months with the first 6 months being reviewed/monitored for Fiscal and Program compliance and implementation. Name of the program: *NOVA Youth Program operated by Bill Wilson Center.*

**Fiscal Monitoring Review and Discussion**

Steve Quick, Manager of Business Operations, provided a summary of the outcomes of the most recent fiscal/procurement monitoring of Bill Wilson Center:

- In February 2014, NOVA staff met with fiscal staff at BWC to do an early assessment and prepare them for formal monitoring that occurred on March 20<sup>th</sup>.
- During the March 20<sup>th</sup> monitoring, while we concluded that, overall, BWC is meeting grant requirements concerning fiscal and procurement management, we made two recommendations:
  1. Due to some discrepancies with the December invoice regarding expenses incurred versus paid, we recommended that a system of recording accruals be developed that allows for payments and accruals to be reflected in the G/L in the proper timeframe so that the invoice amount and G/L match.

There was also a banking fee that was not included on the December invoice because BWC staff did not think the expense was allowed. For banking fees, it was recommended that they be included in Operating Expenses and invoiced to the contract.

2. The monitor noted that general overhead charges (such as accounting staff and a portion of the agency director) were not charged or allocated to the grant. While the contract budget does not include these items, it was recommended that an appropriate allocation of these expenses could be recorded as match to this project.
- Bill Wilson Center's performance against its contractual requirements was also reviewed. This included a review of expenditures to date, a participant file review, interviews with program participants, and programmatic performance review.

**Fiscal Performance:**

The Bill Wilson Center agreement was for an initial \$250,000 through March 31, 2014. Through January 31, 2014, with 67% of the contract completed, the contract was significantly underspent. In addition, Requests for Payment, which are required to be submitted to NOVA by the 10<sup>th</sup> of the month, were not being submitted on a timely basis. We recommended BWC meet with NOVA staff to strategize ways to improve the expenditure rate and that invoices must be submitted by the 10<sup>th</sup> of the month.

**Program Monitoring Review and Discussion**

BWC is contracted to provide all WIA Youth program services to In and Out-of School youth with the exception of eligibility determination and performance management. NOVA has retained the eligibility and performance management for the program because of the risk and exposure for serving ineligible youth and not meeting performance standards.

NOVA staff has been providing Technical Assistance to BWC as they take on the operation of the program. This has been important as BWC has extensive background providing a full range of services to disadvantaged youth but they have minimal experience providing the employment services. Strengths of BWC operating the program include their ability to provide more cost effective services and they have brought in other services including mentoring and tutoring that was not as strong for NOVA.

Cathy Haynes, Youth Program Manager provided a summary of the outcomes of the most recent program monitoring of Bill Wilson Center:

**Programmatic Performance:**

- 25 enrolled participant files were reviewed. Some files did not contain completed documentation required to demonstrate required services were being provided. NOVA staff attributes file errors to be “growing pains”. NOVA staff will meet with the BWC Program Manager and recommend revisions to the process to ensure corrections are made. Overall, files were in acceptable order.
- 4 enrolled youth were interviewed and were pleased with the services they are receiving, are in regular contact with their advisor, and find the youth office a safe and supportive place to be.
- Actual enrollments were significantly under plan through the first 6 months of the contract. Some of this is due to a slower than planned start up of program operations. It was recommended that BWC meet with NOVA Staff to strategize ways to increase enrollment, particularly among in-school youth.
- Program reports have been submitted in a timely manner.

(See attached program performance data sheets-Participant Plan as of 3/19/14 & Enrollment Summary as of 3/19/14)

### **III. Presentation from Bill Wilson Center Staff**

- **Overview of program model and strategies for the next 6 month**

Tami Moore, BWC Program Manager provided an overview of the program:

- Stated that there was already a good foundation with the program and they are adding the Bill Wilson signature.
- NOVA staff helped connect BW staff with partners we had been working with in the schools and other organizations.
- Things they have added include mentoring, developing young men’s group, leadership program, guest speakers on job related topics using corporate volunteers, implementing work experience/internships with several new worksites. BW board has strong interest in the program and has offered to help find work experience opportunities.
- A strategy for increasing enrollments includes opening an office in Milpitas to better connect youth from that community with needed services.
- Planning is underway for summer program that will be run out of the Sunnyvale and Milpitas offices.
- They are now fully staffed with 4 career advisors. Each staff person has a quota for enrollments and they are working on a “catch up” plan. Hope to be caught up by summer. Staff diversity with multiple languages.

### **IV. Youth Committee Questions / Clarification**

- Outreach and enrollments:

Carl asked what happened to youth referrals we had before? BW has been working on building the relationships that were already in place and new relationships with other organizations. We expected a slow down initially as a new program operator gets up to speed. We also expected performance

would go down in the first year as this is expected with the complications that come with running a WIA program. We are seeing BWC building momentum and with being fully staffed have the capacity.

Lynn stated that although BW staff do not complete the eligibility paperwork, the eligibility guidelines for who is eligible has been challenging. This is why more BWC youth from their other programs have not been enrolled. Connections with the new BW staff hired to run our program is getting stronger with other BWC staff and should lead to more referrals.

Mary mentioned that Job Corps needs to reduce enrollments at their site and would like to work with BWC to refer youth who could benefit from our program.

**V. Identify Next Steps / Scheduling Next Meeting**

Next meeting to include 9-month performance data of youth contract and recommendation for continued funding. We now have next year's allocation for the Youth Program and will have a better idea of expenditures for the remainder of current contract. Meeting will be scheduled June or July with the Youth Committee.