

YOUTH OVERSIGHT COMMITTEE

July 15, 2021

8:30 A.M.

Zoom Platform

PRESENT: K. Shanks-Booth, V. Zeppelin, S. Kittel, T. Watts, C. Malcolm, J. Clemons

EXCUSED:

GUEST:

STAFF: N. Branosky, R. Avila, S. Alvord, Diane Achilles

CALL TO ORDER

Ms. Shanks-Booth called the meeting to order at 8:34 a.m.

WELCOME NEW COMMITTEE MEMBERS

Introduction of all Committee members to welcome new members C. Malcolm, Wegmans and J. Clemons, Unbroken Promises Initiative.

APPROVAL OF MINUTES – June 17, 2021

It was moved by Ms. Kittel and seconded by Ms. Zeppelin and unanimously adopted by voice vote of members present to approve the minutes of June 17, 2021.

SUMMER YOUTH EMPLOYMENT UPDATE

Ms. Alvord reported to the Youth Oversight Committee that the Summer Youth Employment Program is now moving forward with approximately 125 youth employed. The Board will be implementing the use of the local funds that were donated from the Park Foundation, Community Foundation Lane Family and United Way to cover the decrease in funds from OTDA. Ms. Alvord reported that the 2021 Summer Youth Employment Program has two providers; Office of Employment and Training and Ithaca Youth Bureau.

Ms. Alvord reviewed the 2021 New York State Summer Youth Employment Program Final Reports that are due to OTDA in October 2021. Ms. Alvord solicited feedback from the Committee members for questions that they would like to have added to the report prior to sending out to the providers at the end of the Summer Youth Employment Program.

DIRECTOR'S REPORT

Ms. Branosky reported that the Workforce Development Board has been watching the labor market trends in Tompkins County and beyond. The Board is sending out the message to employers to not turn anyone away and to guarantee all applicants an interview. Ms. Branosky reported that the Cornell/ILR School have completed research and skills mapping which is called "The New Possible." The ILR School has completed a list of 22 in-demand occupations and are developing a skills map for each career pathway.

ADJOURNMENT

Ms. Shanks-Booth adjourned the meeting at 9:50 a.m.

The next full meeting is scheduled for September 16, 2021.

**2021 NYS SYEP
Final Report (Due 10/15/21)**

LWDB:	
Contact Person:	
Telephone:	

Participation Summary	FA or SN-Family	TANF 200%	Total
Total Participants in Paid Employment			
Total Participants in Educational ONLY Activity (limited to no more than 20% of total 2021 enrollments)			

Youth Served	FA or SN-Family	TANF 200%	Total
Youth Served at Age 14			
Youth Served at Age 15			
Youth Served at Age 16			
Youth Served at Age 17			
Youth Served at Age 18			
Youth Served at Age 19			
Youth Served at Age 20			
Total Youth Served			

School Status	FA or SN-Family	TANF 200%	Total
In School Youth			
Out of School Youth			
Total			

Gender Identity	FA or SN-Family	TANF 200%	Total
Male			
Female			
Non-Binary/X/Transgender/Different Identity			
Total			

Race/Ethnicity	FA or SN-Family	TANF 200%	Total
Hispanic or Latino			
Native American or Alaskan Native			
Asian			
Black or African American			
Native Hawaiian or Pacific Islander			
White			
Unknown			
Total			

Target Groups	FA or SN-Family	TANF 200%	Total
Foster Care			
Homeless/Runaway Youth			
Youth with a Disability			

- **Include Participants Served by Zip Code Chart on the attachment provided**
- **Note: For multi-county WDBs, a separate Final Report must be submitted for each individual county served.**

2021 NYS SYEP LWDB Program Summary: Due by October 15, 2021

LWDB/County:

Contact Person:

Telephone/Email:

1. During what period were SYEP applications accepted and what agency(ies) accepted applications?

2. How many youth applied for the program, but were **not** served due to funding limitations?

3. Are there any other non-TANF funds (i.e. WIOA funds, city funds, Community Development Block Grant, etc.) being used to support SYEP?
 - If yes, indicate the following:
 - Amount of each funding source:

 - Estimated youth to be served (not including TANF-eligible youth):

 - Eligibility requirements, including age, if different from the NYS SYEP requirements:

 - Describe the process used to ensure TANF SYEP funds are reserved solely for youth served in the NYS SYEP.

4. For multi-county WDBs, how have you ensured that the funds were used to serve only youth from each individual county, and that separate claims for each county were submitted?

5. What processes were used to make youth aware of the upcoming SYEP?

6. What special efforts were made to ensure participation for each of the following: youth in foster care, homeless/runaway youth and youth with a disability?
 - What agencies did you work with?

 - Were SYEP slots reserved for these youth?

 - Please describe any problems you are experiencing in identifying/recruiting youth in foster care, homeless/runaway youth, or youth with a disability.

7. How were program operators (if different from the LWDB) selected for the 2021 SYEP (RFP, public notice)?

8. How does the LWDB monitor the SYEP operator(s) program and fiscal activities?

9. Are program operators required to submit participant activity reports to the LWDB? If yes, what information is provided?

10. Does the LWDB recruit and determine the eligibility of youth participants or does the program operator(s)? Is the district involved in the selection of youth participants and/or the determination of TANF eligibility? Note that priority must be given to youth participants referred by the district.

11. Does the LWDB select worksites or does the program operator(s)? What is the process for recruiting/selecting worksites for the SYEP?

12. How are youth matched to worksites and/or educational/financial literacy activities?

13. How do you ensure that youth participants are assigned work activities which are allowable under federal and State child labor laws?

14. How is program attendance tracked?

15. How is participant information (TANF documentation/attendance) maintained?

16. What entity is responsible for SYEP payroll? Are fingerprinting and/or background checks required for SYEP placements?

17. How often are program operators and/or worksites visited? Who is responsible for oversight of the worksites?

Complete the attached 2021 Worksite List including the worksite name, address, number of youth employed at each site, the nature of work performed at each site and the type of each worksite (nonprofit, public, or private).

18. Describe the financial literacy component offered to youth participants.

- How many hours were spent in financial literacy activities?
- When was the component provided?
- Were all youth offered the same instruction?
- Were youth reimbursed at minimum wage for all activities? If not, please explain.
- Did you partner with an outside organization, such as a bank or financial institution? Were materials distributed to youth? If yes, please provide copies to OTDA.

19. Describe the sexual harassment prevention training components offered to youth participants.

- How many hours did youth spend on sexual harassment training?
- When was the component provided?
- Were all youth offered the same instruction?
- Were youth reimbursed at minimum wage for all activities? If not, please explain.
- Did you partner with an outside organization? Were materials distributed to youth?

20. Was an educational component (in addition to financial literacy/sexual harassment prevention) offered to youth participants? If yes, please describe.

- How many hours were spent in educational activities vs employment?
- Were all youth offered the same instruction?
- Were youth reimbursed at minimum wage for all activities? If not, please explain.
- Who is responsible for designing and/or providing the educational component (the program operator(s) or the LWDB)?

21. At least 80% of SYEP program participants must have been engaged in traditional paid employment activities with **no more than 30%** of hourly participation for these SYEP participants in non-employment activities such as career exploration, mentoring outside the workplace, financial literacy, or education. Describe the non-employment based and/or educational activities for SYEP participants that were also participating in paid employment.

- How was this information tracked for each participant to ensure **no more than 30%** of hours were in non-employment activities? Include information about any partner organizations supporting these components.