

**ALABAMA WORKFORCE INVESTMENT AREA YOUTH COUNCIL
MEETING MINUTES
May 16, 2012
Alabama Center for Commerce, Room 342
Montgomery, Alabama**

A meeting of the Alabama Workforce Investment Area Youth Council convened on May 16, 2012 at 10:05 am (CDT) in Room 342 at the Center for Commerce Building in Montgomery, Alabama.

Members Present: (6)

*Steve Turkoski - Chair
Daniel Boyd
Frank Coiro
Anne Payne
Carolyn Sutley
Walter Wood*

Members Absent: (2)

*Eddie Johnson
Bev Leigh, III*

Members Represented: (1)

Susan McKim by: Amy Floyd

Others Present: (7)

<i>Steve Walkley</i>	<i>WDD</i>	<i>Tammy Farmer</i>	<i>WDD</i>
<i>Mickey Hutto</i>	<i>WDD</i>	<i>Jan Dame</i>	<i>WDD</i>
<i>Dennis Hopper</i>	<i>WDD</i>	<i>Tracey Smith</i>	<i>WDD</i>
<i>Chrissie Boyd</i>	<i>WDD</i>		

Dr. Steve Turkoski, Youth Council Chair, called the meeting to order at 10:05 am (CDT). Ms. Anne Payne was introduced as the Chair of the Alabama Workforce Investment Area (AWIA) Board and therefore automatically a member of the Council.

Chairman Turkoski explained that the Youth Council would be reviewing the proposals received in response to the recent Request for Proposal (RFP) for youth services. The Council will make recommendations to the full Alabama Workforce Investment Area (AWIA) Board to fund at the proposed level, fund at a lower level, or not to fund. The AWIA Board will make the final decision on which providers will receive funding. Chairman Turkoski also provided a handout to the other council members with council guidelines and Alabama Unemployment and Poverty rates by county.

Each Youth Council member was asked to sign a Conflict of Interest and Non-Disclosure Statement for this review process of youth service providers.

Mr. Dennis Hopper, Workforce Board Unit Supervisor, explained the Program Year 2012 Youth Funding and Obligation Summary for the Alabama Workforce Investment Area. The total estimated Program Funds available for the program year are \$11,773,439. The total estimated program costs for Youth Provider Projects are \$3,873,439.

A motion was made to approve the AWIA Program Year 2012 Youth Allocations and Funding and Obligation Summary as provided to the Youth Council.

**MOTION: Dr. Daniel Boyd made the motion.
Mr. Frank Coiro seconded the motion.
MOTION APPROVED.**

Ms. Tracey Smith, AWIA Youth Coordinator, explained the Request for Proposal (RFP) process. The RFP was issued on March 28, 2012 with responses due by 5:00 pm on May 1st. On April 9th a proposer's conference was held with 28 people in attendance. The questions and answers from that conference were posted on the ADECA website in the same location as the RFP. Twenty-one (21) responses were received. After the Tier 1 review for adherence to the mandatory RFP requirements, two (2) were determined "non-responsive" and therefore would not be evaluated. One proposal deemed "non-responsive" did not provide the prerequisite number of copies as specified in the RFP. The second proposal deemed "non-responsive" was missing pages 3 through 13 of the narrative section of the proposal in all copies submitted.

Nineteen (19) proposals were reviewed by a three-member team of Workforce Development Division (WDD) staff. Each team member evaluated and scored each proposal independently then a consensus score was agreed upon. Each proposal was scored on the criteria listed and explained in the RFP. The original scoring was computed on a 150 point scale. For ease of explanation to the Council and Local Board, the scale was converted to 100 points.

Discussion followed on the procedures the Council would use to review the proposals. The members decided to review each proposal separately and in the ranked order based on the 100 point scale. Mr. Mickey Hutto, Supervisor of the Alabama Workforce Investment Area, was asked to explain each proposal summary and the evaluations with input from Tracey Smith and other Workforce Development Division staff present. Previous program performance information was provided if the proposal was from an entity currently under contract to provide youth services. Council members asked questions then provided their insights and expertise on proposers. The overall goals for providing needed services to the youth in the AWIA were taken into account. Chairman Turkoski explained that each proposal had to be evaluated based on the level of services they proposed to provide and the number of youth they proposed to provide services to. The cost per participant and total budget were not the only items taken into consideration.

RFP # 12-21 Council on Substance Abuse requested \$385,382.00 for the "Generation Build" project to train 45 youth in construction occupations.

A motion was made to limit the amount of incentives (trainee bonuses) paid to the participants to \$1200 instead of the proposed amount of \$3600.

**MOTION: Dr. Steve Turkoski made the motion to reduce the amount of incentives paid to participants.
Ms. Anne Payne seconded the motion.
MOTION APPROVED.**

Additional discussion followed on the overall funding amount of this request even with the reduction in the incentive payments.

A motion was made to **Table** the final decision on whether to recommend to fund or not fund this proposal until all other proposals were reviewed and a total of funds recommended could be determined.

**MOTION: Ms. Anne Payne made the motion to table the discussion.
Dr. Daniel Boyd seconded the motion.
MOTION APPROVED to table the discussion.**

RFP # 12-14 Bevill State Community College requested \$373,003.00 for the "Second Opportunity System (SOS)" project to provide 200 youth with counseling and referral services to encourage them to acquire skills to transition to careers, education, and training.

A motion was made to recommend the proposal for funding as proposed.

**MOTION: Ms. Anne Payne made the motion.
Ms. Carolyn Sutley seconded the motion.
MOTION APPROVED.**

RFP # 12-10 Regional Alliance 4 Children requested \$348,182.24 for the "Youth Enrichment Services (YES) Program" to provide 100 youth individualized educational activities with the expected outcome of GED/credential and Career Readiness Credential (CRC) attainment.

A motion was made to recommend the proposal for funding as proposed.

**MOTION: Ms. Anne Payne made the motion.
Mr. Frank Coiro seconded the motion.
MOTION APPROVED.**

Ms. Carolyn Sutley and Mr. Walter Wood abstained from the discussion and vote.

RFP # 12-13 Bevill State Community College requested \$101,238.00 for the "Second Opportunity System (SOS) Early Intervention" project to provide 45 youth with dual enrollment opportunities to receive simultaneous credit for college and high school classes, tutoring, and adult mentoring.

A motion was made to not recommend this proposal for funding due to an alternate funding source already available for dual enrollments across the 65-county AWIA.

**MOTION: Dr. Steve Turkoski made the motion to not recommend the proposal for funding.
Dr. Daniel Boyd seconded the motion.
MOTION APPROVED.**

RFP # 12-01 Mental Health Center of Madison County requested \$594,700.00 for the "LAUNCH" project to assist 310 youth set and obtain goals, to achieve their GED, enter college or advanced training, and to obtain employment.

A motion was made to recommend this proposal for funding as proposed due to the high performance of this service provider. This motion also added to not recommend funding **RFP # 12-07** (Athens/Limestone County Family Resource Center) due to their proposal being a duplication of services at a higher cost than those provided by this high performing provider.

**MOTION: Ms. Anne Payne made the motion.
Ms. Carolyn Sutley seconded the motion.
MOTION APPROVED.**

RFP # 12-07 Athens/Limestone County Family Resource Center requested \$145,347.00 for the "Career Choice" project to provide 150 youth with mentoring for low school performance and dropouts or unemployed students with mentoring to reach employment goals.

**MOTION: Ms. Anne Payne made the motion to not recommend this proposal for funding in conjunction with the motion to recommend funding RFP # 12-01.
Ms. Carolyn Sutley seconded the motion.
MOTION APPROVED.**

Before adjourning for lunch Chairman Turkoski moved downward on the ranked list to the bottom three (3) proposals. Concern was expressed by council members that a score below 60 probably indicated either a lack of understanding of what was required of a youth provider under WIA or a misunderstanding of the RFP requirements.

RFP # 12-05 Community Action Agency of South Alabama requested \$400,000.00 for a project to serve 75 youth. The program proposes to provide tutoring, study skills training, instruction to reduce the dropout rate, assistance to obtain a GED, paid and unpaid work experience, and summer employment.

A motion was made to not recommend this proposal for funding due to a lack of information on how services would be delivered.

**MOTION: Dr. Steve Turkoski made the motion to not recommend the proposal for funding.
Ms. Anne Payne seconded the motion.
MOTION APPROVED.**

RFP # 12-19 Bee Ready, LLC requested \$351,550.00 for "Ready 2 Work!" to serve 150 youth. The program proposes to provide tutoring, study skills training, GED attainment preparation, paid and unpaid work experience, and adult mentoring.

A motion was made to not recommend this proposal for funding due to excessive staff salaries compared to other programs and a lack of program information on how services would be delivered.

MOTION: *Dr. Steve Turkoski made the motion to not recommend the proposal for funding. Mr. Frank Coiro seconded the motion. MOTION APPROVED.*

RFP # 12-15 Walker County Community Action Agency requested \$100,000.00 for “Yes You Can” (YYC) Yes to Youth Careers Program to serve 60 youth. The program is designed to assist youth to develop a plan to complete high school or obtain a GED, start and complete postsecondary education or technical training, and to find employment.

A motion was made to not recommend this proposal for funding due to the county proposed for services is already being served by a current high performing youth provider.

MOTION: *Dr. Steve Turkoski made the motion to not recommend the proposal for funding. Ms. Anne Payne seconded the motion. MOTION APPROVED.*

The Youth Council meeting adjourned for a 30-minute lunch break and then resumed the discussion of proposals. The same members and guests were in attendance.

RFP # 12-04 Northwest-Shoals Community College requested \$535,163.00 for the “Youth Success Program (YSP)” to target 150 disadvantaged youth who face serious barriers to employment due to lack of basic skills education and occupational skills training.

Discussion from the council indicated that they considered the cost per participant excessive. A suggestion was made to fund at the previous year’s level.

A motion was made to recommend this proposal for funding at the reduced amount of \$486,000.

MOTION: *Ms. Anne Payne made the motion to recommend this proposal and fund at \$486,000. Mr. Walter Wood seconded the motion. MOTION APPROVED.*

RFP # 12-06 Easter Seals West Alabama requested \$152,293.00 for the “Future Promise Program” to serve 80 youth. The program proposes to boost the achievement and attendance of in-school youth leading to graduation by working with the local school system to develop and implement drop-out strategies; assist dropouts to obtain GED by referral to county school system, community colleges, and the local Career Center for study skills, tutoring, and instruction.

A motion was made to recommend this proposal for funding as proposed.

**MOTION: Dr. Steve Turkoski made the motion.
Mr. Frank Coiro seconded the motion.
MOTION APPROVED.**

**Ms. Amy Floyd representing Dr. Susan McKim
abstained from the discussion and vote.**

RFP # 12-11 Hale Empowerment and Revitalization Organization (HERO) requested \$140,250.00 for the "HERO Working Hale Program" to serve 18 youth meeting the WIA eligibility requirements. Occupational skills classes include Green Construction with Small Scale Manufacturing and Hospitality/Food Service with Retail Sales.

Extensive discussion was held concerning this current provider which had been visited by a council member. Providing instruction one student at a time was not her vision of training participants in "manufacturing". Current program performance was zero even though extensive technical assistance had been provided by WDD staff.

A motion was made to not recommend this proposal for funding due to high participant cost, a low number of participants to serve, and poor performance.

**MOTION: Dr. Steve Turkoski made the motion to not
recommend the proposal for funding.
Ms. Anne Payne seconded the motion.
MOTION APPROVED.**

RFP # 12-08 Auburn University (fiscal agent for Hope Place Family Resource Center in Brewton, Alabama) requested \$89,244.00 for a project to serve 40 youth and provide tutoring, study skills training, mentoring, counseling, job shadowing, internships, and occupational skills training.

A motion was made to recommend this proposal for funding as proposed.

**MOTION: Mr. Frank Coiro made the motion.
Mr. Walter Wood seconded the motion.
MOTION APPROVED.**

RFP # 12-02 Butler County Board of Education requested \$136,816.56 for "Second Chance and Operation Graduation" to serve 130 youth and assist high school dropouts in acquiring a diploma or GED, entering postsecondary education, and/or gaining employment and added an in-school drop-out prevention component.

A motion was made to recommend this proposal for funding as proposed.

**MOTION: Dr. Steve Turkoski made the motion.
Mr. Frank Coiro seconded the motion.
MOTION APPROVED.**

RFP # 12-18 The University of West Alabama Division of Outreach Services requested \$119,372.00 for "Career Pathways for Youth: Certified Nursing Assistant Program" to assist 48 low-income, low-skills youth and prepare them for entry-level jobs as CNAs.

Discussion followed among the council members concerning the \$100 fee per hour for the CNA instructor. This was thought to be excessive.

A motion was made to recommend the proposal for funding, but with a reduced rate of \$60 per hour for the CNA instructor which reduced the total funded amount to \$107,372.

**MOTION: Dr. Steve Turkoski made the motion.
Mr. Walter Wood seconded the motion.
MOTION APPROVED.**

Ms. Anne Payne abstained from the discussion and vote.

RFP # 12-12 The Hope House, Inc. requested \$276,298.28 for "Blount County Youth Success Center" to serve 485 youth to better prepare them to enter the workforce through education and training. A professional team of case managers, case workers, career coaches, and counselors will assess each participant for academic deficiencies, career interests, basic skill deficiencies, and develop a plan for success.

Extensive discussion was held among members who questioned how 485 WIA-eligible youth could be recruited and served in one county. Also, the budget indicated that approximately one-half of the project's cost would be to provide building space.

A motion was made to not recommend this proposal for funding due to high facility costs, an unrealistic number of participants to serve, and the request for \$40,000 to renovate a building before the program began.

**MOTION: Dr. Steve Turkoski made the motion to not recommend the proposal for funding.
Mr. Walter Wood seconded the motion.
MOTION APPROVED.**

RFP # 12-03 Alfred Saliba Family Services Center requested \$137,500.00 for "Career Designs for Youth (CDY)" to serve 50 in-school and out-of-school youth to increase their likelihood of remaining in school to graduate or receive a GED, participate in postsecondary education, or obtain employment with a career focus.

A motion was made to recommend this proposal for funding as proposed.

**MOTION: Mr. Walter Wood made the motion.
Mr. Frank Coiro seconded the motion.
MOTION APPROVED.**

Dr. Steve Turkoski abstained from the discussion and vote.

RFP # 12-17 Autauga County Family Support Center requested \$50,000.00 for “Youth Workforce Investment Program” to serve 20 of the neediest youth with many barriers to employment. Participants will receive GED classes, parenting classes, paid and unpaid work experience, mentoring, and occupational skills training.

A motion was made to recommend this proposal for funding at the amount requested, but to increase the number of participants served from 20 to 30.

MOTION: Dr. Steve Turkoski made the motion to increase the number of participants to 30. Dr. Daniel Boyd seconded the motion. MOTION APPROVED.

RFP # 12-09 Central Alabama Opportunities Industrialization Center, Inc. requested \$266,585.53 for a project to serve 100 youth. Program activities include basic skills education training, tutoring, GED preparation, occupational skills training, job shadowing, and job placement.

Performance for this current youth provider was discussed. Currently 77 have been served; with an approximate cost per participant of \$2300. Their contracted goal was to serve 100. Discussion included a slight increase of the cost per participant and serve only 75.

A motion was made to recommend this project for funding at \$180,000 for 75 participants.

MOTION: Mr. Walter Wood made the motion to recommend the proposal for funding at \$180,000 for 75 participants. Dr. Steve Turkoski seconded the motion. MOTION APPROVED.

Mr. Frank Coiro abstained from the discussion and vote.

A determination was made that funds still remained of the \$3.8 million for Youth Provider Projects. The Youth Council revisited the previously tabled RFP # 12-21. A previous motion to cap the incentives (trainee bonuses) at \$1200 per participant had already been approved.

RFP # 12-21 Council on Substance Abuse requested \$385,382.00 for the “Generation Build” project to train 45 youth in construction occupations.

A motion was made to recommend the proposal for funding at \$312,382, which takes into account the previously approved motion to cap participant incentives at \$1200.

MOTION: Ms. Anne Payne made the motion to recommend the proposal for funding at \$312,382. Mr. Walter Wood seconded the motion. MOTION APPROVED.

Mr. Frank Coiro abstained from the discussion and vote.

After the proposals were reviewed and voted on by the Youth Council, twelve (12) proposals and approximately \$2.976 million had been approved for recommendation to the AWIA Board to provide youth service programs for Program Year 2012. Approximately \$900,000 of the estimated \$3.873 million remained. A decision was made by the Youth Council to present a motion to the AWIA Board to issue another RFP targeting the highest poverty and highest unemployed counties in Alabama. The second RFP would be marketed heavily to the Family Service Centers, Children's Policy Councils, and local Board's of Education in these under-served counties. Dr. Daniel Boyd was tasked with working with WDD staff to draft the motion for presentation at the AWIA Board meeting on May 24, 2012.

There being no further business brought before the Board, the meeting was adjourned at 1:40 pm (CDT).

Respectfully submitted,



Mr. Steve Walkley, Executive Secretary

8/28/12

Date

Approved:



Dr. Steve Turkoski, Chair
Alabama Workforce Investment Area Youth Council

8/28/12

Date