



# Mississippi Valley Workforce Development Board

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## **Youth Committee Meeting**

Monday, August 9th, at 5:00 p.m., via Zoom

**Members Present:** Jacob Nye, Heather Halbrook, Tasha Beghtol, Rebecca Ruberg, Regina Matheson, and Patrick Stock

**Members Absent:** Carrie Nudd and Ron Schaefer

**Staff Present:** Miranda Swafford, Executive Director and Phyllis Wood, Executive Assistant

**CEO Present:** Chad White

**Equus Staff:** Cherisa Price-Wells, Kendra Schaapveld, Shannon Weaver and Robert Ryan

### **CALLED TO ORDER**

Nye called the meeting to order at 5:00 p.m.

### **QUORUM**

There was a quorum to conduct business.

### **EXCUSED ABSENCES**

Ruberg made a motion to approve Nudd's absence, seconded by Matheson, motion carried. Schaefer had an unexcused absence.

### **APPROVAL OF AGENDA**

Matheson made a motion to accept the agenda, seconded by Ruberg, motion carried.

### **APPROVAL OF MINUTES**

Stock made a motion to approve the meeting minutes, seconded by Matheson, motion carried.

### **FOLLOW UP POLICY**

Swafford presented the Follow Up Policy noting services must include at least one contact in the first thirty days and then on time every ninety days for the remainder of the twelve-month follow up period. This is the same for both youth and adult. Matheson questioned if the provider saw these as reasonable timeframes.

Weaver noted the timeframes were a minimum expectation of the board and the providers may have more stringent policies with regard to follow up. Schaapveld offered that more frequently would be better for youth. Matheson asked what is reasonable? Weaver offered every 30-60 days after initial contact would be reasonable. Ryan offered the follow up schedule should align with electronic entry availability in the case management software and currently that is for quarterly activity. Matheson asked if there could be more contact entered for which Weaver said yes, although the quarterly time frames a case manager could add multiple contacts within each quarter. Matheson offered if the additional follow up could apply to adult or if it would be too much. Nye offered that the schedule should be the same for both youth and adult. Weaver relayed the adult population does not appreciate the additional contacts. Ruberg reiterated the youth could get more frequent follow up. Matheson

also felt it did not need to be consistent with different populations. White added the additional follow up would create a sense of accountability which would be a good skill for the youth population to cultivate. Ruberg asked the committee if they should go with more frequent follow up for the youth or stick with current minimums. Matheson asked for clarification on what current minimums were. Swafford provided the current writing of the policy states initial follow up within 30-days of exit, then every 90-days thereafter. Matheson felt 30-days initially and then every 30-days thereafter for youth. Nye asked if every 30-day follow up was necessary. Weaver explained the service providers are doing every 30-days now, but it doesn't necessarily have to be the boards policy. Ruberg expressed the policy should be the same. Matheson added as a policy, it makes sense the two groups have different touch points and if the policy isn't to ensure the success then why not have more touch points for youth. Nye agreed the youth are going to need more follow up and asked about the board changing the youth to 30-day follow ups after the initial. Ryan cautioned against the unintentional consequences of tightening up the requirements. The attempt to contact doesn't meet the requirement for a programmatic contact and there is currently a struggle to contact participants who are still active in programs. This policy is reflective of our expectation for follow up for individuals who have existed. White felt the additional contacts could be a teaching opportunity for youth with regard to following through. Swafford said the soft skill teaching opportunity is part of the service and follow up is after exiting services. Nye felt that Ryan had made a strong point and asked the group if anyone wanted more frequent touch points for the youth population. No one responded. Swafford then noted the exceptions section of the policy as it was required by IWD but follow up entry is not possible in the IWD case management system after being exited 365 days. Weaver affirmed the statement that follow up case management cannot be entered after 365 days from exit date. Swafford then spoke to the Unreachable section of the policy. Weaver asked if there was a clause to cover if the client refuses service. Wood found in the background section information related to client refusal of service. Matheson made a motion to approve the policy as written, Stock seconded the motion, motion carried.

### **EQUUS JULY YOUTH REPORT**

Schaapveld reported that there were 152 contacts with potential participants in the month of July, there was \$815 paid in incentives, and \$4,312 for WEX. There were 0 ISY and 4 OSY enrollments during the month of July, and the average caseload is 31. Outcomes included two internships successfully completed, one internship started, two ISY gained unsubsidized employment and one OST completion (2<sup>nd</sup> semester nursing term). Swafford asked if the caseload was based on current or fully staffed. Schaapveld answered the caseload averages were based on current staffing levels.

### **OTHER BUSINESS**

There was no other business.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURN**

Ruberg made a motion to adjourn, seconded by Matheson, motion carried. Nye adjourned the meeting at 5:45 p.m.