The mission of the Youth Council is to lead and bring together community resources to focus on youth becoming capable and satisfied workers.

STEARNS-BENTON WORKFORCE DEVELOPMENT BOARD
YOUTH COUNCIL AGENDA
Tuesday, November 15th, 2016 at 3:15 – 4:15 p.m.
WiFi: skillsleadtocareers

Location: Minnesota WorkForce Center – St. Cloud
1542 Northway Drive, St. Cloud, MN 56303 – Door #2
A pink parking permit is required for this event. Please park in Lot B.

1. Introduction/Roll Call
   J. Wagner

2. Approve Agenda
   ACTION: J. Wagner

3. Approve Consent Agenda
   A. Approve Minutes of 09/20/2016 (Attachment 3.A.)
   ACTION: J. Wagner
   B. Sara Dahlquist Application (Attachment 3.B.)

4. Partners for Student Success (PFSS) Presentation – Adam O’Doherty, Executive Director for PFSS
   T. Biery

5. Discussion
   T. Biery
   A. Meeting Calendar (Attachment 5.A.)
   B. Success Stories (Attachment 5.B)
   C. Grant Opportunities
      a. Somali Youth
      b. Youth at Work (YAW)

6. Information/Other
   J. Wagner
   A. Next Youth Council Meeting on 01/12/2016 at 3:15pm (if meeting calendar is approved)
   B. From the Floor
   C. Announcements

7. Adjourn
   J. Wagner

REASONABLE ACCOMMODATIONS: ALL STEARNS-BENTON WORKFORCE COUNCIL COMMITTEE MEETINGS ARE ACCESSIBLE TO THE HANDICAPPED. ATTEMPTS WILL BE MADE TO ACCOMMODATE ANY OTHER INDIVIDUAL NEED FOR SPECIAL SERVICES. PLEASE CONTACT ADA/AA COORDINATOR TAMMY BIERY AT (320)308-5702 AS EARLY AS POSSIBLE SO NECESSARY ARRANGEMENTS CAN BE MADE. INDIVIDUALS WITH HEARING OR SPEECH DISABILITIES MAY CONTACT US VIA THEIR PREFERRED TELECOMMUNICATIONS RELAY SERVICE.

THE WORKFORCE CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, DISABILITY, OR AGE.

Note: If you are unable to attend this meeting, please contact Kari Court at 320.308.5749 or email at Kari.Court@sbetc.org. Upon request, this material can be made available in alternate formats.
# STEARNS-BENTON WORKFORCE DEVELOPMENT BOARD
## YOUTH COUNCIL MINUTES

<table>
<thead>
<tr>
<th>Location:</th>
<th>Minnesota Workforce Center – St. Cloud, 1542 Northway Drive, St. Cloud, MN 56303/Conference Room # 1-482</th>
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<tbody>
<tr>
<td>Group Name:</td>
<td>Youth Council Meeting</td>
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<tr>
<td>Date:</td>
<td>Tuesday, September 20, 2016 at 3:00pm</td>
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<tr>
<td>Attendance:</td>
<td>Jim Wagner, Les Engel, Jeff Haviland, Melanie Legatt, Dave Norling, Prudy Reberg, Gail Ruhland, Mark Sakry, Leah Sams &amp; Darrin Strosahl. SBETC Staff: Tammy Biery, David Green &amp; Kari Court</td>
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<td>Absent:</td>
<td>Greg Boelter, Kathy Fischer &amp; Roseann Stang</td>
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<td>Guest:</td>
<td>Intern (brought by Melanie Legatt), Sara Dahlquist &amp; Denise Hooper</td>
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<tr>
<th>Agenda Item</th>
<th>Summary</th>
<th>Action</th>
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<td><strong>Introductions/Roll Call</strong></td>
<td>J. Wagner called the meeting to order at 3:15pm and welcomed everyone. The new members introduced themselves along with everyone else.</td>
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<td><strong>Approve Agenda</strong></td>
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<td>Motion: L. Engel made the motion to approve the agenda. Seconded by: J. Haviland. Motion carried.</td>
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| **Approve Consent Agenda** | - Approve the Minutes of 4/19/2016  
- Kaylee Holt Resignation  
- Norma Konschak Resignation  
- Jayne Green-Schill Resignation  
- Leah Sams Application  
- Darrin Strosahl Application | Motion: M. Sakry made the motion to approve the consent agenda. Seconded by: L. Engel. Motion carried. |
| **Discussion** | - Membership – Biery stated she is looking to fill a couple of vacancies on the Youth Council. We have two SBETC staff members here today who will be observing to make a decision on who will be the best suited person as a member. Both Sara Dahlquist and Denise Hooper work with the youth program. We will continue to work on filling these vacancies.  
- Bylaws Structure - our bylaws state we need a vice chair for the Youth Council. There is a stipulation on who needs to be a chair but no stipulation on who can be a vice chair. Due to these stipulations, the vice chair would not have the option to be |  |
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<td>Chair in the future unless they meet these requirements. This person would lead the meeting if the chair is absent; to serve as a back-up. A motion was made to have Les Engel as Vice Chair of the Youth Council. Jeff Haviland asked if we need to change the bylaws to reflect the change from Workforce Council to Workforce Development Board. Biery stated yes, it’s on the list of changes to be made.</td>
<td>Motion: M. Sakry made the motion to approve Les Engel as Vice Chair of the Youth Council. Seconded by: G. Ruhland. Motion carried.</td>
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<td><strong>CareerONE Presentation</strong> – Green provided a handout which explained the results of CareerONE and CareerONE-Sauk Centre program. He went over the goals, completion rates and demographic profile of the youth. He stated the different activities accomplished by the youth which included approximately 1,715 hours of labor in community service. This is approximately $12,434 in wages when calculated at minimum wage ($7.25). With the contributions provided by CentraCare Health and United Way, this program was able to expand greatly over the years. The first CareerONE program started with 32 youth and increase each year from 40, to 60 and now 110 kids total. SBETC started a new condensed version CareerONE program in Sauk Center to help 10 additional youth. This program had 10 out of 10 successful graduates.</td>
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<td>Green stated at the end of CareerONE; the students increase their reading skills by 5% and increased their math skills by 23% in just 5 weeks. This equates on average a ½ a grade math level and a 1 ½ reading level. The youth can receive up to five certificates of completion in different categories of the CareerONE program. Finally, the youth receive a stipend for their hard work. This can total $1,020 (St. Cloud location) or $510 (Sauk Centre location.) 32 youth received the full stipend of $1,020 and 8 Sauk Centre youth received the full stipend of $510. This money was received at the end of the program because in previous years, the youth did not always give 100% when stipends were given on a weekly basis.</td>
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<td>Green stated the hardest part of CareerONE is logistics. Finding transportation, room space...We want to provide quality; not quantity. Transportation was really a struggle in the rural areas. We are looking forward into next year’s CareerONE programs. Depending on funding, if the program is expanded, some suggestions may be separating the groups by their age. Have the 14 &amp; 15 year olds in the same group and 16 &amp; 17 in another group.</td>
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<td>Green explained there was a difference in behaviors between the two different locations. The Sauk Centre youth had no behavioral issues and he thought we would expect 7-8 youth to become team leaders the following year. There were a</td>
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<td><strong>mixture of gender, race, age groups and they all needed to interact with each other. With having 100 youth this year, SBETC did need to recruit. They did so by recruiting at the schools and asked for referrals from the guidance counselors.</strong></td>
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<td><strong>Grant Opportunities</strong> – Biery stated this month the State (DEED) opened six competitive grants and SBETC is applying for two of them.</td>
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<td>o Somali Youth Grant – SBETC and CMJTS will write for the Somali Youth grant and partnering with the Islamic Center. We will be emphasis on career counseling and education. They will focus on helping the Somali youth with their homework and career exploration. This grant is being writing for $350,000. Biery explains this is our first partnership that we will be entering in with the Islamic Center.</td>
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<td>o SBETC applied for the Youth at Work (YAW) Grant; which we applied for last year as well. We have also requested additional funds then we have received this past year to expand the program. We have also increase the hours of the student work experience from 30 to 50 hours based on feedback from participating employers and youth clients. This grant will be working with student ages 14-20.</td>
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<td><strong>Information/Other</strong></td>
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<td>▪ <strong>Next Youth Council Meeting on 10/18/2016 at 3:15pm</strong></td>
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<td>▪ <strong>From the Floor</strong> – a board member asks if Biery could provide an update regarding the name change of SBETC. Biery explained the State is rebranding all Workforce Centers and are creating a new logo. Workforce Centers will be called “Minnesota Works”. She stated we have our new logo and we are waiting on the 501C3 process to be completed.</td>
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<td>▪ <strong>Announcements</strong> – None</td>
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<td><strong>Adjourn</strong></td>
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<td>▪ J. Wagner adjourned the meeting at 4:16pm.</td>
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Next Youth Council Meeting: 10/18/2016 at 3:15pm.
Application for Nomination to the Stearns-Benton Workforce Development Board's Youth Council

Name: Sara Dahlquist

Home Address: 1009 10th Avenue North
Street Address/Box Number
Saint Cloud, MN 56303
City State Zip Stearns County

Phone: 320.308.5713 E-Mail: sara.dahlquist@sbetc.org

Youth Organization(s) You Are Active With:
SBETC, St Cloud Area Human Services Council, Stearns-Benton Inside-Out Connections Coalition

Address: 1542 Northway Drive Saint Cloud, MN. 56303

Phone: 320.308.5320

Please describe your involvement (participant, staff, board member): I currently serve as a Career Planner with the Youth Division at SBETC. I am an at-large member of the St Cloud Area Human Services Council Leadership Team/Public Policy Chair and a founding member of the Stearns-Benton Inside-Out Connections Coalition that supports children of incarcerated parents.

CATEGORY OF REPRESENTATION:
The Youth Council must include representatives from the following:

_____ Youth Current or Former Participant
_____ Parent of Eligible Youth
_____ Educator
_____ Employer
_____ Human Service Agency
_x_ Special Interest Expertise With Youth
_____ Representing Public Housing Authority
_x_ Representing Youth Service Agencies
_____ Juvenile Justice
_____ Foster Parent
_____ Alternative Education
_____ Child Protection Services
_____ United Way

Additional Qualifications:
Please describe your skills, abilities, and experiences that will serve the needs of youth.
I have over 22 years of experience working with youth and families within Central MN. I have created, developed and co-trained youth & youth professionals in positive youth development strategies, leadership development and mental health awareness & truancy intervention/prevention. I am committed to working in partnership with youth as they determine their paths to be engaged and productive citizens. As a Career Planner with youth, I would love to represent SBETC on the Workforce Development Board’s Youth Council.

Signatures:
The individual being nominated and, if representing a specific organization, the signature of the authorizing representative from that organization, must sign below. Nominees acknowledge and agree that information on this form may be shared with the public.

Nominee: [Signature]
Date: 10/26/14

NOMINATING ORGANIZATION REPRESENTATIVE:
I nominate the above candidate to serve on the Stearns-Benton Workforce Development Board's Youth Council membership.

Signature__________________________Date__________________________
Agency__________________________Title__________________________
Instructions:

The requested information is necessary to ensure that the Youth Council as part of the larger WorkForce Development Board meets that requirements as set forth in the Workforce Development Act.

Please complete all information.

The "Categories of Representation" are areas either required under the law or identified by the Workforce Council.

Under "Additional Qualifications", please list any specific skills, abilities and experiences that you bring to assisting young people.

"Signature/Date", please sign and date the application. If you are a representative from a particular organization, please have the authorizing organizational representative, i.e., Director or Board Chair, sign your application.

Thank you for your willingness to be a nominee to the Stearns-Benton Youth Council.

Return to: Tammy Biery
Executive Director
Stearns-Benton Employment & Training Council (SBETC)
MN WorkForce Center - St. Cloud
1542 Northway Drive
St. Cloud, MN 56303
Tammy.biery@sbetc.org
(320) 308-5702
(320) 308-1717 (Fax)
# 2017 DRAFT MEETING PROPOSAL

## MEETING SCHEDULE FOR STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL’S JOINT POWERS BOARD (JPB), LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB), COMMITTEE MEETINGS & MEMORANDUM OF UNDERSTANDING (MOU)

| Joint Powers Board/Local Workforce Development Board/Executive Committee | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Location: Workforce Center – St. Cloud 1542 Northway Drive, Conf. Rm 1-482 | 19 | 16 | 20 | 18 | 15 | 13* (2nd Thurs) | 17 | 21 | 19 | 16 | 21 |

| Youth Council | 2nd Thursday at 3:00 p.m. | 12 | 9 | 9 | 13 | 11 | (Career One Awards) Date TBD | 14 | 12 | 9 |
|---|---|---|---|---|---|---|---|---|---|
| Location: Workforce Center – St. Cloud 1542 Northway Drive, Conf. Rm 1-482 | 19 | 16 | 16 | 20 | 18 | 15 | 17 | 21 | 19 | 16 |

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<tr>
<th>Program Committee</th>
<th>3rd Thursday at 2:00 p.m.</th>
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| Memorandum of Understanding (MOU) | 3rd Thursday at noon – Quarterly basis. | 19 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Location: Workforce Center – St. Cloud 1542 Northway Drive, Conf. Rm 1-482 | 19 | | | | | | | | | | |

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Revised: 10/2016
Youth at Work, a new program in 2016 from the Minnesota Department of Employment and Economic Development (DEED) resulted in a partnership between the St. Cloud WorkForce Center and St. Cloud School District. VITAL WorkLife was fortunate to host 2 student interns involved with the program this year. The students, Khadar Abdi and Aliyah Price were placed at VITAL WorkLife by WorkForce Center career counselor, Chris Perrier. According to Perrier, the program seeks to help students from diverse cultural and financial backgrounds explore careers and find part-time work related to their interests.

Perrier meets with Tech High School students to discuss and answer questions regarding their interests in medicine, education, social work, engineering and computers. They use the Minnesota Career Information System (MCIS) and the Minnesota DEED website to research jobs, salary ranges, graduation outlook, and educational opportunities. Students also practice interviews and work on resumes.
Nicole Hale, VP of Operations for VITAL WorkLife, explains the positive experience from the host company's perspective, "We had our first youth intern from the St. Cloud Chamber of Commerce program last summer. It worked out so well we asked her to stay. So when Chris asked us about the Youth at Work Program, we wanted to give it try. The collaboration between VITAL WorkLife and the Minnesota WorkForce Center alleviated the recruitment and administrative aspects of an internship program and we've been able to work with some very talented youth. We've had great experiences and we have called back interns for work on projects even after the internship is over.

The interns have helped staff from becoming overburdened and have been able to get some extra projects done. The program is an inexpensive resource, as the pay is covered by the Minnesota Workforce Center. We're able to support our local students by helping them gain experience, develop skills, make connections, strengthen their resumes, learn about a professional field and assess their interest and abilities."

In our case the students were able to obtain hands-on training, real experience and mentoring opportunities with a smaller organization. The WorkForce Center program is particularly beneficial, because it enables economically disadvantaged youth and students from other cultures — who might not have otherwise considered us, or small business, as a future employer — to experience and get to know our company. Providing internships allows VITAL WorkLife to facilitate a positive future between the company, our employees and our local youth."

Youth At Work — A Great Experience For Students

Perrier says, "We try to place the students in an internship-style job with a local employer to give them experience in their career choice. VITAL WorkLife worked out perfectly for us because they offered experiences in mental health, computer, office work and even some entry-level accounting. I was very thankful VITAL WorkLife was willing to work around school activities, bus schedules, the students activities and homework, but I was more impressed by how patient and helpful everyone at VITAL WorkLife was to the students. These kids might not get the chance to work in an office, it might be their first job experience or they may even have some language barriers. VITAL WorkLife is an excellent community partner and role model."

The students also had positive things to say:

"The team at VITAL WorkLife has been kind and very welcoming to me throughout my experience. I really enjoyed and benefited greatly from this opportunity. It was truly an eye-opening experience and it taught so many essential things about the work environment. My verbal and nonverbal communication skills have come a long way thanks to this experience. It also taught me how to get out of my comfort zone and still manage to act accordingly. I also picked up some new skills, such as how to use a copier and scanner. I also learned how to test and replace certain electronics."

—Khadar Abdi

"My experience with The Youth at Work program and VITAL Work Life has been great. My first day coming into the office I was a bit nervous, but the work environment here is so welcoming that within a couple of days I felt a part of the team. Some of the things I've learned from my time here is how to file, organize, put data into the computer along with other office skills. The Youth at Work program helps me get a real life work experience that will influence my future. I would encourage other youth to try a program like this, not only because it's a great opportunity, but also because you learn new skills."
For More Information

For more information about our comprehensive suite of well being solutions, call 800.383.1908.

Click on the links below for more information about the Youth at Work Program.

- 2016 Program Report
- Youth at Work Program Summary
- Youth at Work Grant Funded Projects

About VITAL WorkLife

VITAL WorkLife, Inc. is a national behavioral health consulting company providing solutions to support all dimensions of an individual's well being, while assisting organizations with improving employee engagement. Our approach consists of guiding employees, their families and their organizations in building sustainable, healthy behaviors and cultures. With over 35 years of experience, we have expanded beyond traditional employee assistance programs (EAP) and now offer comprehensive and holistic well being solutions including customizable programs, coaching, training, consulting and leadership development. We have deep experience in education, manufacturing and health care, especially assisting physicians and providers in dealing with the unique challenges facing their profession. Visit us at VITALWorkLife.com.

If you are a member of one of our solutions, call us any time, day or night, for the support you and your family need.

EAP members: call 800.383.1908
Physician/Provider Wellness Resources members: call 877.731.3949
My name is Katerina. I joined CareerONE because I wanted to know more about jobs and finance. I wanted to earn the money because my mom is sick so she can’t work and she has five kids. I wanted to save her the trouble of buying me school clothes. I also am thinking of paying to take classes to get my permit so I don’t have to put my grandma out of the way to take me to school.

In school, I am involved in FAB (friends against bullies) as a leader. I am going into tenth grade. Through my experience at CareerONE this summer, I learned how to stay safe, work with others as coworkers and learned about careers and life after high school. Through CareerONE I learned I would be a good match for a veterinarian job and want to go to college for that.

My name is Zachary I heard about CareerONE from my history teacher. During the summer I help out on my mom’s boyfriend’s farm. I do it for free because I like it! CareerONE will help me get a good paying job in the future. I had a part time job at gas station, but I quit. I think if I had attended CareerONE before, I probably would have kept it. CareerONE helps me think about my future. I especially like the finance part. It also helps me think about jobs that I like and how they fit me. I am happy I found CareerONE and they gave me a chance. I hope other people try it and like it.