

State and Regional Youth Council Guide

Mission: “The State Youth Council will coordinate, disseminate, and ensure delivery of quality and effective services to Utah youth.”

Vision: “Utah’s at-risk youth live successfully as adults.”

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Section I—STATE & REGIONAL YOUTH COUNCILS

INTRODUCTION

The purpose of the State and Regional Youth Council Guide is to educate and prepare members for involvement in council activities.

The State Youth Council (SYC) conducted a planning session in January 2007. The members set goals focusing on administrative structure and services for youth. The timeframe for the goals is January 2007 through June 2008. See **Attachment A**, PY06 and PY07 State Youth Council Goals.

HISTORY OF WIA YOUTH SERVICES

On August 7, 1998, Congress passed the Workforce Investment Act of 1998 (WIA). WIA reformed Federal job training programs and created a new, comprehensive workforce investment system. The intent of the reform was for a participant-focused system that would help customers' access the tools they need to manage their careers through information and high quality services, and to help companies find skilled workers. WIA embodies seven key principles. They are:

- Streamlining services
- Empowering individuals
- Universal access
- Increased accountability
- Strong role for workforce investment boards and the private sector
- State and local flexibility
- Improved youth programs

Congress envisioned youth programs that linked more closely to local labor market needs and community youth programs and services. Youth programs would include strong connections between academic and occupational learning, and activities that promote youth development and good citizenship, such as leadership development through community service opportunities; adult mentoring and follow up. Youth would also have opportunities for career exploration and post-secondary education.

The Youth Council was a new feature of the workforce investment system intended to help develop youth employment and training policy, and to establish linkages with other youth service organizations and employers. With broad community based membership, youth council members should help service providers' focus on the range of issues that influence the success of youth in the labor market.

On July 16, 2004, the Department of Labor, Employment and Training Administration issued guidance to states regarding WIA youth services in the form of Training and Employment Guidance Letter (TEGL) #03-04. "The Employment and Training Administration's (ETA's) New Strategic Vision for the Delivery of Youth Services Under the Workforce Investment Act (WIA)" provides vision and four important areas of focus. See **Attachment B**.

“Vision: Out-of-school youth (and those most at risk of dropping out) are an important part of the new workforce “supply pipeline” needed by businesses to fill job vacancies in the knowledge economy. WIA-funded youth programs will provide leadership by serving as a catalyst to connect these youth with quality secondary and post-secondary educational opportunities and high-growth and other employment opportunities.”

The four focus areas are:

- Focus on Alternative Education
- Meeting the Demands of Business, Especially in High-Growth Industries and Occupations
- Focus on the Neediest Youth
- Focus on Improved Performance

May 9, 2006, the Department of Labor, Employment and Training Administration issued additional guidance to states in TEGL 28-05. “The Employment and Training Administration's (ETA's) New Strategic Vision for the Delivery of Youth Services Under the Workforce Investment Act (WIA): Expanding ETA’s Vision for the Delivery of Youth Service under WIA to include Indian and Native American Youth and Youth with Disabilities,” expands the original vision to a broader range of at-risk youth. See **Attachment C**.

State and Regional Youth Councils have an important role in ensuring the success of youth services. Refer to the “New Member Orientation” slide show.

For details about the Federal and State laws and regulations that apply to WIA youth, see **Attachment D**, Pocket Guide to WIA Act and Regulations Related to Youth.

ROLE AND RESPONSIBILITIES OF A COUNCIL MEMBER

All members of state boards and commissions are expected to:

- Understand that executive boards/councils are a part of the executive branch of government and are accountable to the governor through the executive director of the department or government entity.
- Remember that boards are responsible for policy direction or advice regarding policies. They should not be concerned with the day-to-day administration of the department.
- Agree to make your board a priority and devote an appropriate amount of time and energy to the assignment.
- Prepare for, attend and actively participate in all board meetings.
- Learn about your board and the specific role you play as a member. Be sure you know if you are appointed to represent a particular constituent group.
- Represent your constituency by communicating with them and listening to them.
- Know about the authority your board has in shaping public policy. Respect that authority and work within the framework established in the statute.
- Maintain a good working relationship with fellow board members, board staff, department administration and the Governor’s Office.
- Research issues and form reasonable opinions based on facts.

- Maintaining a statewide perspective. Your decisions affect all citizens in Utah and you are responsible to keep them best interest of the public in mind.

CHARACTERISTICS OF AN EFFECTIVE BOARD MEMBER

An effective State of Utah board member is committed to the public and to the mission of the board. The board member has experience dealing with the values, vision, and long-term interests of Utah’s citizens. The board member possesses well-developed civic, interpersonal, and professional sensitivities and skills. The board member has the ability to assemble and evaluate information and to communicate his or her own views with honesty, directness, and integrity. The board member is willing to share power and negotiate fairly, to affirmatively participate in board discussions and decision-making, to delegate or allow others to make decisions as needed, and to acknowledge staff’s expertise in implementation of policy. The board member has the ability to think in terms of systems and contexts and is willing to do all required “homework” to develop a sound understanding of board subject matter. As a board member, he or she performs with independent judgment and courage, and in good faith.

Source: “Handbook for Members of Utah State Boards and Commissions”

MEMBER EXPECTATIONS

- To attend quarterly meeting
 - If unable to attend meetings, send a representative in your place
- To be open-minded and contribute to the discussion
- Coordination with partner agencies for Transition to Adult Living

COMPENSATION, PER DIEM, AND EXPENSES

State and Regional Youth Council members, who are not public members, state government members, higher education members, or local government members, may receive compensation, per diem, and expenses at the rates established by the Division of Finance. A public member of the council may not receive compensation, but may receive per diem and expenses incurred in the performance of the member’s official duties. A state government member who does not receive salary, per diem, or expenses from the state for the member’s service may receive per diem and expenses. However, a state government member who is a member because of the member’s state government position may not receive per diem of expenses. A higher education member, who does not receive salary, per diem, or expenses from the entity that the member represents, may receive these. The same is true for a local government representative. At any time, a member may instate or revoke his/her compensation, per diem, and expenses rights.

DWS Travel Policy # 202, Section E, states: “All council members must submit the appropriate forms contained in their orientation packets to be eligible for per diem. The following forms must be completed: W-4, and I-9. Copies of the appropriate I-9 documentation must be maintained.” **Copies of the W-4 and I-9 will be provided as needed if you are required to travel on Council business.**” Submit expense claims to the Regional Council Coordinator in the DWS Regional Council area where you reside. The Council Coordinator list is on the bottom of the

“State Youth Council Membership Directory,” which is located at <http://jobs.utah.gov/edo/StateCouncil/Youth/roster.pdf>.

CONFLICT OF INTEREST

The State and Regional Youth Council exists for purposes, which transcend personal, professional, and corporate self-interests. Consequently, Public Law 105-220-Aug 7, 1998 requires that any Youth Council member who may have a conflict of interest, announce such potential conflict before voting on an affected issue.

In a related vein, the diversity of representation of State and Regional Youth Councils are an integral part of their continued success. Councils will respect each member for his/her knowledge and expertise in matters related to youth service delivery. It is unwise to include “single issue members” on State and/or Regional Youth Councils. Advocacy is imperative in Youth Council proceedings. Each member should freely contribute his/her insights and opinions on the full range of topics of the agenda.

MEMBER LIABILITY

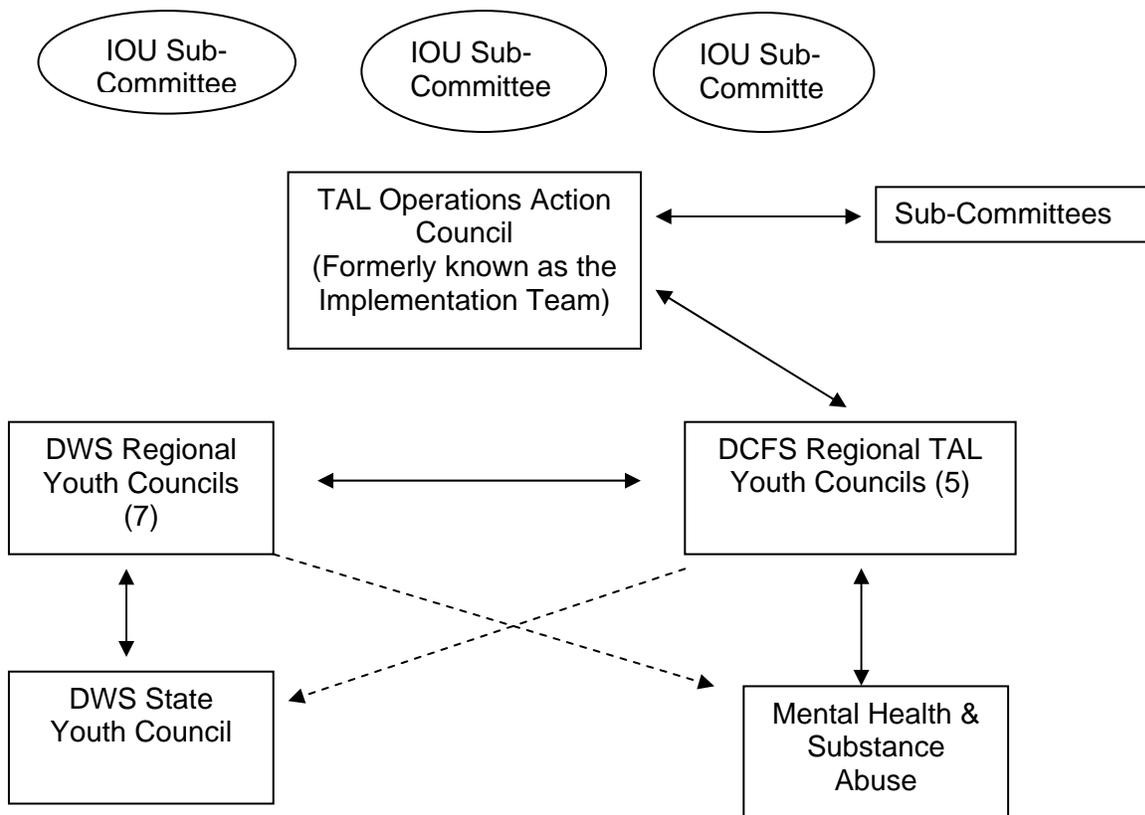
State statute limits the personal liability of the members of State and Regional Youth Council members under: Utah Governmental Immunity Act, §63-30-1, et. Seq.: Utah Code Annotated 1953, as amended; and, Volunteer Government Workers Act, §67-20-1, et. Seq.

TRANSITION TO ADULT LIVING

One of the roles of both the SYC and RYCs is coordination for success with the Transition to Adult Living (TAL) initiative.

The TAL Implementation Team implemented a leadership task group to explore and facilitate the growth of leadership opportunities for youth currently in state custody and for alumni of foster care. The purpose of providing leadership opportunities is to give youth the opportunity to participate in the evaluation and development of youth related programs and services within the Division of Child and Family Services (DCFS) and the Department of Workforce Services (DWS). As a result, one state and five regional TAL Youth Advisory Councils were established.

Coordination with DWS state and regional Youth Council’s will occur. These councils are comprised of representatives of agency and community-based organizations who have particular interest in serving youth. They are responsible for coordinating activities and services for at-risk youth. Their role with the TAL Youth Advisory Councils is to “hear” the voice of foster care youth and respond. Youth on the State and Regional TAL Advisory Councils’ and their adult leaders bring issues relating to career development, employment and training to the Regional or State Youth Councils for advice and resolution. Department of Human Services, Division of Child and Family Services (DCFS) makes a copy of the State and Regional TAL Youth Advisory Council guide available upon request. The diagram below represents the communication process among TAL partners.



MEETINGS OF THE STATE YOUTH ADVISORY COUNCIL

The State Youth Advisory Council (SYAC) will meet quarterly. DCFS will schedule the meetings in various locations throughout the state. SYAC members or adult advisors may call additional meetings as necessary or desired.

The SYAC will address concerns surrounding DCFS or DWS/WIA policies that relate to career planning, employment and/or training. Members will research any concerns/issues and will recommend possible solutions, and take them to the appropriate RYC in their area, or to the SYC.

Recommendations from any regional YAC will be in writing and presented to the SYAC or DWS State and/or Regional Youth Council by the regional YAC representative. Upon receipt of recommendations from State or Regional YACs, the immediately following SYAC, RYC or SYC meeting agenda will include the topic for discussion. SYC and/or RYC will respond to recommendations in writing, and will indicate why the Council accepted the recommendation in part or fully. They will also include a plan of action or reason for denial.

SYC and RYC encourage members of SYAC and Regional YACs to attend their meetings. This is an excellent opportunity get insights from youth we serve.

Section II—STATE YOUTH COUNCIL

The State Youth Council is a sub-committee of the State Council on Workforce Services, and there are six main purposes. The primary purpose is to coordinate state-level activities for at-risk youth. Another duty is to make recommendations to and approve youth employment and training policy. The SYC provides input to the youth portions of the WIA Strategic Five-Year Plan. Responsibilities include providing oversight of fiscal and service delivery compliance, and carrying out duties assigned by the Chair of the State Council on Workforce Services.

Coordinating state-level activities for at-risk youth means that through membership on the SYC and other youth focused organizations to which SYC members belong, the vision of WIA youth will be in the forefront so the needs of vulnerable youth are considered. Members should actively seek to establish links with partners: other youth-serving agencies, community organizations, and employers.

WIA youth employment and training policy is part of the Department of Workforce Services integrated Employment and Business Service Manual. When significant changes to policy occur, the DWS staff member assigned to the SYC brings the changes to the attention of the SYC for discussion and input. The policy manual is available on the Internet at http://jobs.utah.gov/infosource/EmploymentBusinessManual/DWS_Employment_and_Business_Services_Manual.htm. DWS encourages SYC members to become familiar with the youth related policies in the manual, which include:

- 120-17 WIA Adult, Youth and Dislocated Worker
- 120-19 Transition to Adult Living
- 605-3 Complete Assessment
- 720-5 Income and Family Composition—Eligibility
- 720-5A Income and Family Composition—WIA Adult and Youth
- 745 WIA Youth Barriers—Eligibility
- 755 Service Priority – Eligibility
- 805-6 WIA Youth Employment Plan Negotiation
- 810 Employment Plan Elements
- 815 Employment Plan Participation
- 815-7 WIA, TANF Non-FEP, Trade, UDH Participation
- 820 Employment Plan Monitoring
- 825-2F WIA, TANF Non-FEP, Trade, UDH, Profiling, FS E&T, ABAWD Problem Solving
- 835-7 WIA, TANF Non-FEP, Trade, UDH Consequences of Non-Participation
- 850-3 WIA Youth Follow-Up
- 900 Obligating Funds
- 905 Education Training Voucher (ETV)
- 1000 Training
- 1010 Training - Classroom Training
- 1105 Internships
- 1105-1 Unpaid Internships

- 1105-2 WIA Youth Paid Internships
- 1205 Use of Supportive Services
- 1250-Customer Training Programs – Supportive Services
- 1405 Performance Outcomes

DWS posts the WIA Five-Year Plan on the Internet at <http://jobs.utah.gov/wia/>, and then periodically devotes a State Council/State Youth Council meeting to discussion and approval. The expectation is that State Council and SYC members will have reviewed the Plan before the meeting and are prepared for the discussion. DWS drafts the WIA Strategic Five-Year Plan according to instructions from the Department of Labor. The SYC provides input to the youth portions of the Plan.

SYC member responsibilities include providing oversight of fiscal and service delivery compliance. DWS sends WIA youth budget and outcome reports to SYC members before each meeting. Members bring questions on either report to the SYC meeting. The budget report includes details about state and regional expenditures, and the percentage spent on out-of-school youth. (There are details about the expenditure requirements on page 7 in a **NOTE** under section 664.320.) The performance outcome report includes details about state and regional performance outcome levels, and includes a means to demonstrate areas where regions are not meeting the negotiated levels. DWS negotiates performance outcome levels annually with the US Department of Labor. The WIA youth outcomes are:

- Placement in employment or education
- Attainment of degree or certificate
- Literacy and numeracy gains

Section 666 of the WIA Final Rule details the performance accountability requirements that apply to WIA programs. Further details regarding performance outcomes are in section 1405 Performance Outcomes of the Employment and Business Services Manual.

NOTE: DWS received a Waiver that changes performance outcome requirements from the seventeen statutory measures to six common measures, three of which apply to WIA Youth. The section above regarding 14 to 18 year olds and 19 to 21 year olds does not apply to the State of Utah. For details about current performance accountability, see the Employment and Business Services Manual, section 1405—Performance Outcomes, http://jobs.utah.gov/infosource/EmploymentBusinessManual/DWS_Employment_and_Business_Services_Manual.htm.

The role of each Regional Youth Council Chair is critical for communication of issues between the SYC and Regional Youth Councils. When discussions about problems occur at the SYC meeting, the expectation is for Regional Youth Council Chairs to take the issues back to their Regional Youth Councils to work with DWS and the provider and formulate solutions. When Regional Youth Councils discover issues they cannot resolve locally, they should bring them to the SYC for discussion and possible solution at the state level.

The SYC also responds to assignments made by the Chair of the State Council on Workforce Services.

CONNECTIONS BETWEEN STATE AND REGIONAL YOUTH COUNCILS

There is a working connection between the Regional Youth Councils and the State Youth Council. Regional Youth Councils make or approve decisions about local youth services that move forward to the State Youth Council for review and approval, then to the State Council for final endorsement. This process applies to selecting WIA youth providers and extending service delivery from year to year. There are other items of business that Regional Youth Council members act upon that the SYC does not. Details of those items are in Section III—Regional Youth Council. In addition, Regional Youth Council Chairs share many local initiative with the SYC so good practices can be initiated elsewhere.

Section 123 of WIA requires selection of providers of youth services by competitive bid. DWS outlines the process in the WIA Strategic Five-Year Plan. It includes the announcement of Request for Proposals (RFP) for WIA youth services every five years in each region. Regional and SYC members are on the evaluation and selection committee. In the event the RFP process does not result in a qualified contract provider in a given region, DWS assumes responsibility for service delivery. The “lifetime” of the DWS service delivery corresponds with the cycle for contract providers, five years.

Extending contracts or DWS service delivery is contingent upon successful annual monitoring. Monitoring results must achieve an 88% compliance rate in the case edit process. A final error rate greater than 12% requires a corrective action plan. This is the method used to identify effective and ineffective practices and programs, and it may occur in several different ways:

- DWS Internal Audit conducting a full monitoring episode, which includes a full financial review and case edits of 60 cases or 10% of the active population. Internal Audit writes draft and final monitoring reports. This method is used:
 - During the first year of service delivery, or
 - Repeatedly when prior monitoring results in corrective action, and
 - Every third year
- DWS Internal Audit conducting a limited monitoring episode that does not include the full financial review, but includes a look at the finances through the case edits process. Internal Audit writes draft and final monitoring reports. This method is used:
 - When determined necessary by Internal Audit, and
 - A corrective action plan is not required
- DWS Regions conducting a monitoring episode that includes the case edit process. The DWS Region writes draft and final monitoring reports. DWS may use this method when Internal Audit is not conducting the annual monitoring.
- DWS Regions conducting regular case edits and submitting a report to the Regional Youth Council during the program year that indicates an overall compliance rate of 88%. The DWS Region does not write draft and final monitoring reports. If the overall compliance level is below 88%, DWS must conduct a monitoring episode as described in the bullet above. DWS may use this method when Internal Audit is not

conducting the annual monitoring, and the provider has a history of compliance levels at or above 88%.

When monitoring is successful, the extension recommendation moves from the monitoring team to the Regional Youth Council for approval, to the SYC for approval, then to the State Council for final endorsement. In the event provider compliance is not met, and the monitoring team cannot recommend extension, the decision to terminate or not extend the contract lies with the DWS Regional Director. DWS, as the DOL WIA Grant Recipient, has responsibility for contract termination.

A table that represents the relationship between State and Regional Youth Councils, and State and Regional Councils is available on the Internet at:
<http://jobs.utah.gov/edo/StateCouncil/Youth/relate.pdf>.

Section III—REGIONAL YOUTH COUNCILS

The Regional Youth Council (RYC) is a sub-committee of the Regional Council and there are eight main purposes, some of which mirror the purposes of the SYC, but apply at the regional level. The primary purpose is to coordinate *regional* activities for at-risk youth. Another duty is to help create practical pathways to meet the needs of youth targeted by the Transition to Adult Living initiative. RYCs assist DWS with selecting the “right” WIA youth service provider(s) by having representation on RFP evaluation and selection committees. Responsibilities include providing oversight to the provider in the region as it relates to fiscal and service delivery compliance, and continuous improvement. RYCs adjust service priority point systems so the eligible youth who are most in need, receive services. Approval and oversight of regional leadership development projects are the responsibility of RYCs. They also approve and oversee regional incentive plans used for recognition of achievement. And finally, RYCs, by virtue of their membership and community involvement, coordinate with other community resources for the good of all local youth.

Coordinating *regional* activities for at-risk youth means that through membership on the SYC and other youth focused organizations to which RYC members belong, the vision of WIA youth will be in the forefront so the needs of vulnerable youth in the region are considered. Members should actively seek to establish links with partners: other youth-serving agencies, community organizations, and employers.

RYCs help create practical pathways to meet the needs of youth targeted by the Transition to Adult Living (TAL) initiative. Members become involved in creating, approving and overseeing Local Partnership Agreements for TAL. The purpose of these regional agreements is to ensure smooth pathway among agencies for youth in foster care, youth aging out of foster care and court involved youth referred by Juvenile Justice Services. The TAL Initiative focuses on strengthening community ties among:

- Department of Workforce Services,
- Regional WIA youth providers,
- Department of Human Services, Division of Child and Family Services,
- Department of Human Services, Division of Juvenile Justice Services,
- Public and higher education,
- And other community stakeholders

RYCs assist DWS with selecting the “right” WIA youth service provider(s) by having representation on RFP evaluation and selection committees. This Guide describes the process immediately above in the section titled, CONNECTIONS BETWEEN STATE AND REGIONAL YOUTH COUNCILS.

RYC responsibilities include providing oversight to the provider in the region as it relates to fiscal and service delivery compliance, and continuous improvement. Regional Council Coordinators send WIA youth budget and outcome reports to RYC members before each meeting. Members bring questions on either report to the RYC meeting. RYC Chairs bring information from SYC meetings about promising practices initiated in other regions. This activity, and discussions about monitoring results, should prompt dialog about continuous

improvement. Strategies for implementation may follow. Likewise, when RYCs discover issues they cannot resolve locally, they should take them to the SYC for discussion and possible solution at the state level.

RYC members have a unique understanding for high-risk populations in their communities and play an important role in ensuring services to the youth who are most in need. RYCs periodically adjust service priority points so the eligible youth who are most in need, receive services. The SYC does not act on regional service priority changes.

The Workforce Investment Act introduces the concept of leadership development that, while not new to youth service delivery systems, recognizes all of the information that providers must convey to youth so that they are indeed "work-ready" and able to make the most of their opportunities. Leadership development/citizenship activities are an integral part of WIA Youth service delivery. Approval and oversight of these projects are the responsibility of RYCs. Each year, regions secure additional funding so youth participants have the opportunity to plan and carry out leadership development projects. RYC approve these projects, and then provide oversight and assistance as necessary.

A leadership development/citizenship project is an event that provides an opportunity for WIA eligible youth to contribute to their community. For example, a project could be improving a local park, assisting community based organization, painting homes for senior citizens, etc. Service-learning opportunities for eligible youth should be available in communities throughout the State of Utah.

Specific WIA funds have been set aside for local citizenship project(s). Up to \$1,000.00 is available in DWS regions and areas to deliver local citizenship projects: Central Region (1000.00), Mountainland Region (1000.00), Western Region (two areas, (2000.00), Bear River Area (1000.00), Wasatch North Area (1000.00), Uintah Basin Area (1000.00), Southeastern Area (1000.00). A total of \$8,000.00 is available statewide.

WIA Youth providers develop plans to recognize youth achievement as they progress through the program. RYC approve these plans, and then forward them to the State Program Specialist involved with youth services. The SYC does not act on incentive plans.

RYC members, by virtue of their membership and community involvement, coordinate with other community resources for the good of all local youth.

YOUTH PROGRAM FRAMEWORK AND REQUIRED SERVICE ELEMENTS

The purpose of WIA youth services is to help eligible youth succeed in educational endeavors, and to help them get and keep employment that relates to their career goals. Youth will receive information about high-growth industry and occupational sectors, so they have the ability to make informed choices about their career direction. WIA law and regulations outline the features of the youth program design in section 129(c) of the Act. While there are two service delivery categories, three program design categories and ten program elements which are required, there is program design flexibility, and flexibility in determining the scope, and

characteristics of local service delivery. The two service delivery categories are framework services and required service elements. The three design categories are educational achievement, employment services, and additional support services. The ten required program elements separate into the three design categories, and details are below.

NOTE: All providers use the DWS Employment and Business Services Manual, and the associated procedures.

Framework—The WIA Final Rule section 664.405 discusses the framework service delivery category:

- *Outreach, which includes recruitment efforts to find and engage potentially eligible youth.
- Conducting intake appointments with interested youth and determining eligibility is part of framework services.
- Conducting a complete assessment of each participant, this includes an assessment of reading, math and writing (language) skill levels.
- Creating an Employment Plan, this takes into consideration the assessment results for each youth and includes age-appropriate career goals and services. Services for youth assessed as basic skills deficient must include a means to assist the youth with improving those skills. Alternative School or Youth Tutoring/Dropout Prevention is the appropriate services for academic skill improvement.
- Services that prepare youth for post-secondary educational opportunities, link academic and occupational learning, prepare youth for employment, and provide connections to organizations that provide strong links to the job market and employers.
- *Activities that help staff members improve their skills and provide continuous improvement for the service delivery model.

*The WIA Final Rule does not specifically list these services but they are generally accepted as elements of framework services.

The grant recipient-DWS, may deliver the framework services listed above, and the Summer Youth Employment Opportunities (SYEO) element. DWS must select providers of nine of the ten required service elements by competitive bid.

Required Service Elements- Local programs must make the following services available to youth participants:

- Educational achievement services:
 - Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies,
 - Alternative school offerings,
- Employment services:
 - Summer employment opportunities directly linked to academic and occupational learning;
 - Paid and unpaid work experiences, including internships and job shadowing,
 - Occupational skill training;
- Additional Support Services:

- Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;
- Supportive Services;
- Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- Follow-up services.

Local program operators must determine what program elements will be provided to each youth participant based on the participant's complete assessment and Employment Plan; however, it is envisioned that each youth will participate in more than one of the ten program elements. In addition, all youth must receive follow-up services.

FREQUENTLY ASKED QUESTIONS ABOUT REGIONAL YOUTH COUNCILS

1. **Does WIA law or regulation required *regional youth councils*?** *The WIA law requires a youth council. Since Utah is a single service delivery area state, having a State Youth Council satisfies the requirement of the law. There is no State statute about youth councils. We have established the State Youth Council to comply with the law and regulations, which allows regional youth councils to be very flexible. That being said, Regions have a lot of flexibility in how their Regional Youth Councils function.*
2. **How many members need to be on the Region Youth Council and in what areas?** *You can establish your RYC with however many people you feel is appropriate, and include whatever youth-serving agencies you wish. Here is an excerpt from WIA law Section 117(h). Bear in mind that this instruction in Utah is for the SYC, regions may use the model, or not.*
"(2) Membership.--The membership of each youth council--
(A) shall include--
(i) members of the local board described in subparagraph (A) or (B) of subsection (b)(2) with special interest or expertise in youth policy;
(ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
(iii) representatives of local public housing authorities;
(iv) parents of eligible youth seeking assistance under this subtitle;
(v) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and
(vi) representatives of the Job Corps, as appropriate; and
(B) may include such other individuals as the chairperson of the local board, in cooperation with the chief elected official, determines to be appropriate."
Including business people on the council is a good idea.
3. **Do members on RYCs have to be voted on?** *No; however, you should come up with a process that you apply when considering new members. There is no requirement for RYCs to extend a membership invitation just because someone would like to be a member. Youth*

Council meetings are public meetings, and everyone is welcome to attend as an interested member of the public.

4. **Do we use the Robert's Rules of order?** *Only if you want to. There are some things we expect the RYC to vote on; changes in service priority levels and point values, extending the contract for an additional year, leadership development project plans, and regional incentive plans. When voting, according to State statute regarding the State Council, a simple majority of members is adequate.*

Does the REGION Youth Council chair need to be appointed or voted on? *The Chair of the Regional Council appoints the Chair of the RYC, in concurrence with the Regional Director.*