



BOS/DFMAS-L2011-634441-TD

WORKFORCE SYSTEMS LETTER NO.: 11-03

DATE: February 3, 2011

EFFECT:

	<u>ACTION</u>	<u>INFO</u>	<u>ATTACHMENTS</u>
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State Administrators	[X]		[X]
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Local Workforce Areas	[X]		[X]
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YouthBuild	[X]		[X]
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SUBJECT: U.S. Department of Labor ETA Region 1 Young Adult/Older Youth Conference: *"Building a Stronger Young Adult/Older Youth Service Delivery System in Your Community"*

1. **Purpose:** To announce the conference: "Building a Stronger Young Adult/Older Youth Service Delivery System in Your Community" on March 22 – 24, 2011, in New York City and to invite applications from teams to participate.
2. **Background:** In an effort to strengthen collaboration and quality of services for young adults and older youth aged 18 to 24 in our states and communities, ETA's Region 1 will host this conference in partnership with The American Society for Training and Development (ASTD). The conference structure and content has been developed through conference calls with partners. Special design contributions have been made by Commonwealth Corporation, School and Main, and the U.S. Department of Health and Human Services Region 1 office.
3. **Conference Objective:** The purpose of the conference is to help form and build powerful service networks by means of collaborative partnerships. The conference will combine best practice models, "how-to" advice delivered through panels, and interactive workshops with facilitated planning time designed to help teams and team representatives identify action steps to improve state, regional, and/or local service systems. The conference will focus on three foundational themes: Earn and Learn, Disconnected Young Adults/Older Youth, and Collaborative Partnerships. A draft agenda is included as *Attachment 4*.
4. **Target Audience and Application Process:** Teams and individuals representing state, regional, and local service delivery networks in the 10 states/jurisdictions that comprise Region 1 are invited to apply to attend the conference. Application instructions are described in *Attachment 1* and the application form is included as *Attachment 2*. Applications should be submitted by a designated Team Lead on

behalf of the whole team. Teams may come from state, regional, or local levels, and should include key partners needed to build a service network with capacity to provide the support young adults and older youth need for success in work and careers. Teams must include representation from the workforce system, the secondary and higher education sector, social service organizations, and community organizations. Requirements for team composition are described in *Attachments 1* and *5*. Teams selected for registration will be asked to submit a self assessment (*Attachment 3*) to be completed by the whole team.

Teams may send up to 8-10 members to the conference. It is anticipated that at least one team will participate from each of the Region's 10 states and jurisdictions. Conference capacity is 220 attendees, inclusive of conference staff and presenters. Accordingly, the number of teams to be represented may be limited. In the event that timely applications exceed capacity, ETA will select teams on the basis of application quality and date submitted to ensure balanced participation from throughout Region 1. Key dates for application and registration are:

Applications Close:	February 17
Hotel Registrations Open:	February 22
Hotel Reservations Close:	March 1

5. **Logistics:** The conference will be held at the Jacob K. Javits Federal Building, 26 Federal Plaza, 6th Floor, New York, New York, 10278. Conference sessions will begin at 12:00 noon on March 22 and end at 1:00 on March 24. A block of rooms will be available for March 22 and 23 at Doubletree NYC-Financial District, 8 Stone Street, New York, New York, 10004 for individuals to reserve at \$192 per night, plus applicable taxes. A more limited number of rooms are available on March 21 and March 24 for individuals arriving before or departing after the conference. See additional hotel registration information in paragraph 6 below.

The New York City Department of Youth and Community Development has offered to schedule post-conference site visits during the afternoon of March 24 if there is interest. These visits may highlight models presented at the conference. Team applications should indicate whether site visits would be of interest; teams will be able to sign up for specific site visits after conference registration.

6. **Action Required:** Teams should fill out the application at *Attachment 2* and designate a Team Lead to submit by fax or email at the addresses below.

FAX: (617) 788-0101

E-mail: RO1-RA-BOS@dol.gov

ATTENTION: Young Adults/Older Youth Conference in the subject heading line.

Region 1 ETA will inform the designated Team Leads in the event capacity is not sufficient to register a team or teams. Registered team members should visit the following ASTD site on February 22 to find instructions on hotel registration and site visit sign up: <http://www.fallconferencesite.com/astd/region1.cfm>.

7. **Inquiries:** Please direct any questions to Ms. Carmen Rodriguez at Rodriguez.carmen@dol.gov or (617) 788-0110 or Mr. Tom Dalton at Dalton.thomas@dol.gov or (617) 788-0113.



Holly C. O'Brien
Regional Administrator

Attachments:

1. Application Instructions
2. Team Application
3. Self-Assessment Tool
4. Draft Agenda
5. YouthBuild Points of Contact

**Building A Stronger Young Adult/Older Youth
Service Delivery System in Your Community
U.S. Department of Labor**

**ETA/ASTD Regional Technical Assistance Forum
Jacob K. Javits Federal Center, New York City, New York
March 22-24, 2011**

Team Composition

Partnership teams of 8-10 members are invited to apply to attend. While all team members may not be able to attend, the full team must be engaged in team preparations for the conference.

Teams represented at the conference must include participation from each of the four sectors below:

General Category	LABOR GRANTEES	EDUCATION	SOCIAL/SUPPORT SERVICES	COMMUNITY
Specific Functions	<i>One Stop Operator</i>	<i>Community College</i>	<i>Justice</i>	<i>Older Youth/ Young Adults</i>
	<i>Workforce Board</i>	<i>Comprehensive Secondary</i>	<i>Foster Care</i>	<i>Business/Employers</i>
	<i>One Stop Partner</i>	<i>Vocational Education</i>	<i>Homeless</i>	<i>Community- Based/ Faith Based Organization</i>
	<i>Job Corps</i>	<i>Adult Education</i>	<i>Mental Health</i>	<i>Local Elected Official</i>
	<i>Registered Apprenticeship</i>	<i>Special Education</i>	<i>TANF</i>	<i>Business/Employers</i>
	<i>YouthBuild</i>	<i>Dropout Recovery</i>	<i>Community Action Organizations</i>	
	<i>Youth Council</i>	<i>GED</i>	<i>Mental Health</i>	
	<i>Youth Service Provider</i>	<i>Vocational Rehabilitation</i>	<i>Housing</i>	
	<i>WIA Adult Services</i>	<i>OTHER-Specify</i>	<i>Transportation</i>	
			<i>Child care</i>	

Specific Criteria

Each of our ten state/territory jurisdictions are entitled to one team attending but space will not be held. Registration will be first come, first served for teams who meet the criteria.

- ✓ Teams can be from the state level, an LWIB or community, or cover a larger region.
- ✓ Teams can be organized/led by any of the partners.
- ✓ All Team members are not expected to come to the conference but must be identified on the application. ETA Region 1 recognizes that collaboration is an ongoing process and not an event.
- ✓ All teams must have WIA/One Stop representation from ETA formula grants and YouthBuild representation if there is a DOL/ETA-funded YouthBuild program in the area. See Attachment 5 for contact information for YouthBuild programs. Job Corps is a preferred team member.
- ✓ At least five of the other members must represent the following: Employers, two- or four-year degree granting higher education institutions, secondary education, community/faith based organizations, Job Corps Centers, Apprenticeship or pre-apprenticeship programs, juvenile justice agencies, foster care

Attachment 1 - Application Instructions

organizations, TANF partners, providers of support services. HUD/Homeless services, Social Security and Transportation.

- ✓ It is highly recommended that team members be in decision-making positions.
- ✓ The request for Team Registration must be submitted by one individual designated by the Team and must include the names of all team members and identify team members who are committed to attend.

The goal of team formation is to ensure that the designated individuals carry responsibility for collaborative work. Participants should represent older youth/young adult collaboration initiatives and possess the ability to speak on behalf of their organizations and constituencies. They should be vested in developing a sound collaborative effort based on shared interest, commitment, and resources, and be able to develop an action plan on behalf of the full team that that can be implemented back home.

Expectations of Participating Teams

Teams participating in the conference are asked to submit the following information:

- ☐ Completed Self-Assessment Questionnaire and a statement regarding the specific purpose for attending (one page at the most).
- ☐ Thirty days following the conference, each attending team will be asked to submit a written follow-up report outlining the progress they have made in addressing the goals, objectives, and action steps outlined in March. This information will be used to determine what kinds of technical support/follow up might be needed and how it might be provided.

Directions for Filing Application

Attachment 2 is a two-page application with eight sections to fill out:

1. **Applicant Team Name:** Indicate the formal name of the team or the name by which the group will be known at the Conference.
2. **Type of Area:** Name and explain as necessary the geographic area the team represents: State, region, workforce area, county, community etc.
3. **Name of Designated Team Lead:** Provide the name of team lead who is submitting the application on the team's behalf.
4. **All Team Members:** List the names, organization, title and email addressees of all members of the team. In the column titled Sector Representation enter the sector and specific function as given in the chart under **Team Composition** above. For example, "Labor- One Stop Partner" would be entered for a team member who represented an organization which is a partner in the One Stop Center.
5. **Proposed Conference Attendees:** List the names and telephone numbers for team members who wish to attend the conference. In the last column, indicate any specific team role or responsibility the member has or any resources he or she makes available for the team's work.
6. **Reason for Attendance:** Please indicate in the section below the purpose for your team attending the conference and the specific outcome or goal the team expects to achieve through its work there.
7. **Interest in Post-Conference Site Visit:** Indicate with a check mark.
8. **Team Leader's Signature, Date, and Contact Information.** The team lead submitting the application is to sign and date it, and provide.

Applications must be received **on or before February 17, 2011.**

Send applications via fax or e-mail. **FAX to (617) 788-0101** or **e-mail to RO1-RA-BOS@dol.gov** with "ATTENTION: Young Adults/Youth Conference" in the subject line.

Attachment 2

Building A Stronger Young Adult/Older Youth Service Delivery System in Your Community
U.S. Department of Labor
ETA/ASTD Regional Technical Assistance Forum
Jacob K. Javits Federal Center, New York City, New York
March 22-24, 2011

1. Applicant Team Name: _____

2. Type of Area _____

3. Name of Designated Team Lead

4. All Team Members

[illegible]

5. Proposed Attendees

5. Proposed Attendees				
Number	Name	Phone Number	Work Address	Role/Responsibilities/Resources
1				
2				
3				
4				
5				
6				
7				
8				

TEAM APPLICATION

Attachment 2

9					
10					

6. Reason for Attendance: Please indicate in the section below the purpose for your team attending the conference and the specific outcome or goal the team expects to achieve through its work at the conference

7. Check here if Team is interested in a post-conference site visit _____

8. Team Leader Signature, Date and Contact Information

Signature: _____

Date: _____

Phone: _____

Email: _____



Building Stronger Young Adult Service Networks

Self-Assessment Tool for Partnership

SCALE: Use the following numbers to assess partnership status on each of the 21 items below

1: We Have Not Addressed This Yet

2: We Are Just Getting Started With This

3: We Are Moving Right Along

4: This Describes Us Really Well

WORKING COLLABORATIVELY TO BUILD OUR YOUTH DELIVERY SYSTEM

_____ We understand that the work of building systems is different than operating programs.

_____ Our vision reflects a systems building focus.

_____ Some of our goals, outcomes, and strategies focus on systems change.

_____ Our resources are used to change systems as well as operate programs.

OUR PARTNER SELF INTERESTS

_____ Given our vision, we have identified and engaged all of our key stakeholders.

_____ We have clarity on our partners' self interests (we know why we are all at the table and what it will take for us to stay).

OUR VISION AND MISSION

_____ We have reached consensus on what our delivery system will look like once we have completed our work ("our vision").

_____ Our vision addresses and incorporates our partners' self interests.

_____ We have identified our strategic priorities or focus areas for the coming year.

-Over Please-

_____ We have clearly articulated our partnership goals, and they are aligned with our vision as well as our self interests.

OUR KNOWLEDGE OF COMMUNITY ASSETS

_____ We have a clear understanding of our local economic outlook.

_____ We have a map of our current community assets ('things that work').

_____ We have identified our youth delivery system's "gaps and overlaps."

OUR PARTNERSHIP INFRASTRUCTURE

_____ Given our vision, we are clear about who needs to be involved, the range of roles they should/can play, and how we are organized to achieve our goals.

_____ We have identified our central partnership functions.

_____ We have identified our technical assistance support needs.

OUR COLLABORATIVE IMPLEMENTATION

_____ All of our necessary partners are present at our meetings: our decisions are reached by consensus.

_____ Our action strategies focus especially on connecting/integrating partner efforts.

_____ We have a shared/integrated resource base that draws and builds upon the assets of our partners.

_____ Our partners are responsible for the work we do together, with staff serving as facilitators.

_____ We have a process in place for evaluating our results in terms of outcomes and partner self interests.

Building A Stronger Young Adult/Older Youth Service Delivery System in Your Community U.S. Department of Labor

ETA/ASTD Regional Technical Assistance Forum

Jacob K. Javits Federal Center, New York City, New York

March 22-24, 2011

Time/Length	ACTIVITY
12:00-1:00	Registration
1:00-2:00	Plenary Session: Welcome from NYC: Setting the stage for Partnership/ System-building Work to be done :
2:00-3:00	Understanding the Thematic Areas for the Conference: <ol style="list-style-type: none"> 1) Kick off with issues of collaboration and how to effectively partner together to get results 2) Disconnected Youth; 3) Earn and Learn Models <p>(3 speakers; each will set the stage and lay a framework for teams so that teams can begin to think about what they need to do to develop their action plans)</p> <ul style="list-style-type: none"> • Presentations • Popcorn Q & A
3:00-3:15	Break
3:15-4:30	Team Time: Reviewing the Self-Assessment *each team will have a facilitator <ul style="list-style-type: none"> • Teams will agree on what their work is over the next three days • Team will revisit the self assessment and reflect on areas of strength and gaps they may have working collaboratively to meet the needs of young adults in their area • Teams will be asked to prioritize Learn and Earn strategies/ challenges/ areas of focus • Teams will need to prioritize Disconnected Young Adult/Older Youth service delivery models, strategies, challenges • Teams will prioritize Partnership issues/ challenges
4:30-5:00	Whaddya Got? Whaddya Want? Networking Activity

DAY 2	ACTIVITY
Time/Length	
8:30 -8:45	<p>Setting the Stage for the Day: Focus for Day 2 is on best practices and elements of quality in 3 thematic areas:</p> <ul style="list-style-type: none"> 👉 Earn and Learn Models 👉 Disconnected Youth/ Young Adult Service Systems 👉 Effective Partnerships (Working Cross system to get results)
8:45-9:30	<p>Panel :</p> <p>Effective Partnerships: Hear from examples of partnership types that focus on collaboration to understand effective practice and must-have elements in quality service networks for 18-24 year olds</p>
9:30-10:30	<p>Workshops in Partnership Theme</p> <p>10 workshops to choose from within the theme area; Each session would include 20 -30 min of content and 30-40 min for participant Q & A</p>
10:30 -10:45	Break
10:45 -11:30	<p>Panel:</p> <p>Learn and Earn Models: Hear about a few best practice programs and understand the elements of quality needed to set up and administer solid young adult programs that combine work and learning</p>
11:30-12:30	<p>Workshops in Learn and Earn Theme:</p> <p>10 workshops to choose from within the theme area; Each session would include 20 -30 min of content and 30-40 min for participant Q & A</p>
12:30-1:15	Lunch
1:15-2:00	<p>Ask the Experts: Youth!</p> <p>Round Robin activity; participants rotate through mini-panels of youth experts and can choose 3 of 6 focus areas to hear youth's voice ; 20 min each</p>
2:00-2:45	<p>Panel:</p> <p>Disconnected Young Adults/Older Youth: Hear from a few service providers that span the workforce development, education and human services sectors to understand effective practice, the necessity of collaboration and must-have elements in quality service networks for 18-24 year olds</p>
2:45-3:00	Break
3:00-4:00	<p>Workshops in Disconnected Young Adults/Older Youth Theme</p> <p>10 workshops to choose from within the theme area; Each session would include 20 -30 min of content and 30-40 min for participant Q & A</p>
4:00-5:00	<p>Team Time:</p> <p>Teams will work with a facilitator to de-brief the major learning's of Day 2 and they will choose 2-3 key areas to focus on for their Action</p>

	Planning session in Day 3.
DAY 3	
Time/Length	ACTIVITY
8:30 – 9:00	Setting the Stage to move into Policy Conversation and Action Planning
9:00-10:45	Team Time: Action Planning <ul style="list-style-type: none"> Develop action plan with immediate next steps that include concrete short-term goals as well as steps to get to setting longer-term goals
10:45-11:00	Break
11:00-12:30	State and Federal Policy Conversation: Panel of national and local/ regional experts here and then move into facilitated discussion What state or federal policies are obstacles to progress? <ul style="list-style-type: none"> How can we work on setting a policy agenda that aligns with the service-delivery system-building efforts? What do we need to do around WIA re-authorization? Is this an opportunity? Other opportunities? What are our next steps?
12:30-1:00	Closing: Synthesize the 3 themes and the call to action to move forward on system-building efforts as well as policy efforts—all with an eye to improving program quality

1:30 TO 3:30:

POST CONFERENCE SITE VISITS HOSTED BY NYC DEPARTMENT OF YOUTH

AND COMMUNITY DEVELOPMENT FOR INTERESTED TEAMS

YouthBuild Grantee	Location	POC	POC Phone	POC Email
Abyssinian Development Corp.	New York, NY	Watson, Anthony	(646) 442-6565	awatson@adcorp.org
BOCES Ulster Co. (Board of Co-op Ed Services of Ulster Co.)	Kingston, NY	Stokes, Amanda	(845) 255-1400 x1265	Astokes@ulsterboces.org
BOCES Ulster Co. (Board of Co-op Ed Services of Ulster Co.)	Kingston, NY	Stokes, Amanda	(845) 255-1400 x1265	Astokes@ulsterboces.org
Chautauqua Home Rehab & Improvement Corp.	Mayville, NY	Murphy, John	(716) 753-4650	john_murphy@chric.org
City of Albany, NY - Dept of Youth & Workforce Services	Albany, NY	Longo, Michael	(518) 447-5977 x5210	longom@ci.albany.ny.us
Commission on Economic Opportunity	Troy, NY	Dewey, Joanna	(518) 272-6012 x234	jdewey@ceo-cap.org
Community Renewal Team, Inc	Hartford, CT	Brusznicki, George	(860) 560-5657	brusznickig@crtct.org
Community Teamwork, Inc.	Lowell, MA	Amey, Cheryl	(978) 459-0551	camey@comteam.org
Co-Opportunity, Inc.	Hartford, CT	Brown, Kevin	(860) 236-3617	kevinb@co-opportunity.org
Cypress Hills Local Development Corp.	Brooklyn, NY	Nutakor, Alisa	(718) 467-2800	Alisan@cypresshills.org
Goodwill Industries of Northern New England	Lewiston, ME	Goss, Sandra	(207) 795-6820	sandra.goss@goodwillnne.org
Housing Authority of Camden, NJ	Camden, NJ	Davis, Diane	(856) 968-6197	ddavis@camdenhousing.org
Isles, Inc.	Trenton, NJ	Gibson, Leigh	(609) 341-4743	lgibson@isles.org
Jubilee Homes of Syracuse, Inc.	Syracuse, NY	Ealey, Larhonda	(315) 428-0070	larhonda.ealey@gmail.com
Just-A-Start Corporation	Cambridge, MA	Sanders, Robbie	(617) 494-0444	robbiesanders@justastart.org
LearningWorks	Portland, ME	Wateman, Soni	(207) 775-0105	swateman@learningworks.me
NJ Community Development Corp.	Paterson, NJ	Gowdy, Michael	(973) 413-1602	mgowdy@njcdc.org
Northeast Parent & Child Society, Inc.	Schenectady, NY	Lawrence, Jennifer	(518) 337-8301	jennifer.lawrence@neparentchild.org
Nubian Directions II, Inc.	Poughkeepsie, NY	Wright, Robert	(845) 452-8574	rwright@nubiandirections.org
Old Colony YMCA (Brockton)	Brockton, MA	Moran, Terence	(508) 678-1975 x11	tmoranyb@verizon.net
Old Colony YMCA (Fall River)	Brockton, MA	Moran, Terence	(508) 678-1975 x11	tmoranyb@verizon.net
Old Colony YMCA (Fall River)	Brockton, MA	Moran, Terence	(508) 678-1975 x11	tmoranyb@verizon.net
Providence Plan	Providence, RI	McGuigan, Patrick	(401) 455-8880 x205	pmcguigan@provplan.org

ReSOURCE: A Nonprofit Community Enterprise	Burlington, VT	Winkler, Lisa	(802) 658-4143	lwinkler@resourcevt.org
Settlement Housing Fund, Inc.	Brooklyn, NY	Lamberg, Carol	(212) 265-6530	clamberg@shfinc.org
SoBro Overall Economic Development Corp.	The Bronx, NY	Good, Maurice	(718) 732-7575	mgood@sobro.org
The WorkPlace, Inc.	Bridgeport, CT	Leon, Nestor	(203) 610-8556	nleon@workplace.org
Training Resources of America, Inc.	Worcester, MA	Ormond-Royd, Lin	(508) 797-0060	lormond@tra-inc.org
United Way of Long Island, Inc	Deer Park, NY	Morgan, Elizabeth	(212) 630-9680	Liz@unitedwayli.org
Urban League of Rochester NY, Inc.	Rochester, NY	James, Sheila	(585) 325-6530 x3020	sjames@ulr.org
Western NY AmeriCorps Fund	W. Seneca, NY	Pohlman, Cynthia	(716) 558-3301	cpohlman@wnyamericorps.org
WIB of Herkimer, Madison & Oneida Counties	Utica, NY 13501	Bogar, Sarah	(315) 798-5529	sarahb.youthbuild@gmail.com
WIB of Herkimer, Madison & Oneida Counties	Utica, NY 13501	Bogar, Sarah	(315) 798-5529	sarahb.youthbuild@gmail.com
YMCA of Greater NY	New York, NY	Dwyer, Clare	(212) 630-9680	cdwyer@ymcanyc.org
Youth Action Progrms & Homes, Inc.	New York City, NY	Raymie, Michelle	(212) 860-8170 x11	mraymie@yaphonline.org
YouthBuild Newark, Inc.	Newark, NJ	Jones, SanDonna	(973) 624-4720	sandonna@youthbuildnewark.com