

**Phoenix Business and Workforce Development Board
Advancing Youth Workforce Committee Meeting Minutes
October 22, 2019 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee was held on October 22, 2019 located at the Phoenix Business and Workforce Development Center, 302 N. 1st Avenue, 6th Floor, Phoenix, AZ 85003.

Committee Members Present:

Daniel Barajas (Chair)
Fred Ingersoll
Jenna Kohl
Travis Hardin
Melissa Trujillo
Charlie Boyce
Victoria Pettit
Roman Ryan Brama

Committee Members Absent:

Bethany Woodard (Vice Chair)
Nick DePorter

Public Attendees:

LaSetta Hogans (PBWDB Executive Director)	
Christina Edwards (PBWDB Liaison)	Mark Carr
Gina Harper	Reeta Devi
Princesleah Auguilera	Tracee Spire
Dustin Panoff	Dayana Ochoa
Silvia Valadez	Kweilin Waller

Action items taken are noted in **bold** print.

1. Call to Order:

Advancing Youth Workforce Committee (AYWC) Chair, Daniel Barajas, called the October 22, 2019 meeting to order at 8:37 a.m. Roll call was completed by AYWC Administrative Support, Silvia Valadez, and quorum of eight members were present.

2. Approval of AYWC September 24,2019 Meeting Minutes and the Youth Ambassador Workgroup (YAW) September 20, 2019 Meeting Minutes:

AYWC Chair Daniel Barajas suggested a motion to approve the YAW meeting minutes. AYWC member Charlie Boyce made a **motion to approve the Youth Ambassador Workgroup minutes for September 20, 2019** and AYWC member Travis Hardin seconded.

Approved: Daniel Barajas, Jenna Kohl, Fred Ingersoll, Melissa Trujillo, Charlie Boyce and Victoria Pettit

Opposed: None

Motion passed unanimously

AYWC Chair Daniel Barajas suggested a motion to approve the AYWC meeting minutes. AYWC member Travis Hardin made a **motion to approve the AYWC minutes for September 24, 2019** and AYWC member Roman Ryan Brama seconded.

Approved: Daniel Barajas, Jenna Kohl, Fred Ingersoll, Melissa Trujillo, Charlie Boyce and Victoria Pettit

Opposed: None

Motion passed unanimously

3. PBWDB Strategic Plan Scorecard Review – Year Three

AYWC Chair Daniel Barajas invited PBWD Board Liaison, Christina Edwards, and AYWC Administrative Support, Silvia Valadez, to review the scorecard with committee members.

The committee suggested making the following changes to Goal 2: Develop an Inclusive Talent Pool:

- Change **Action 2.1** to: Mark C. and providers will provide a 1st draft of a matrix to AYWC at next meeting, identifying youth providers' services offered and target populations served. This matrix should include ages to identify in vs out-of-school youth, barriers, special populations. The document could serve as a hard copy referral that the participants can take to the providers and it would be valuable to include the eligibility documents in the form. Status changed to yellow.
- Change **Action 2.2** to: Mark C. and providers will provide percentages of youth served within target populations, within the past two years to Board staff for next AYWC meeting. This will include both active and follow-up youth participants. Due date is changed to November 2019 and status changed to yellow.

- Change **Action** 2.3 to: Work with the Business Engagement Committee (BEC) to better understand, based on labor market, what occupations reside in industries to help educate providers and career advisors when working with participants. Change **Tactics** 2.3 to: Youth providers are collectively capturing skills/interest data via the career assessments at intake. **Add**, Board Staff and Mark C. to provide OTA data to Rob Stenson so he can drill down on data and compare it to the labor market. Determine how many of the identified occupations are in alignment with the ETPL and OJT.
- Change **Action** 2.4 to: Support providers in connecting young adults to employers who have shown interest in offering earn and learn opportunities. **Add**, Identify what are the providers needs to WEX opportunities, Youth Program staff will create a plan with providers to address this. Change status to green.

The committee suggested making the following changes to Goal 8: Building Capacity to support Implementation for the Board's Priorities and Strategic Plan:

- Totally **eliminate** item 8.1.
- Change **Action** 8.2 to: Continue supporting quarterly staff professional development based on survey response, allowing partner staff to attend. **Add**, LaSetta will review how other committees have reworded this and bring back to AYWC. This item now becomes 8.1 and status changes to yellow.

The committee suggested making the following changes to Goal 9: Continually Evaluate Programs and Services for Effectiveness:

- Changed 9.1 status to green
- Changed 9.2 to yellow
- **Add** to item 9.3: Use four existing reporting elements (WEX, WEX participants, youth served & OTA) and develop metrics around scorecard goals to create a dashboard. The four reporting elements can be widgets on the dashboard. Mark C. and his team to develop a mock-up of dashboard. Status changed to yellow.

AYWC Chair Daniel Barajas suggested a motion to approve, AYWC member Travis Hardin made a **motion to approve the scorecard modifications** and AYWC member Roman Ryan Brama seconded.

Approved: Daniel Barajas, Jenna Kohl, Melissa Trujillo, Fred Ingersoll, Charlie Boyce and Victoria Pettit

Opposed: None

Motion passed by majority

4. Review and Reassess Current ARIZONA@WORK City of Phoenix Incentive Policy

ARIZONA@WORK Youth Workforce Program Manager, Mark Carr reviewed the existing ARIZONA@WORK City of Phoenix Incentive Policy and posed the question if the AYWC is looking to add additional incentives or same dollar amount and incentivize incrementally up to \$325 per program year. PBWDB Executive Director, LaSetta Hogans interjected that it was more of a question of when incentives can be offered to youth. AYWC member Roman Ryan Brama shared that he wasn't sure if the current policy was written such to keep WEX participants' ongoing interest, given that the policy does not allow to incentivize milestones but rather only at completion. YMCA representative shared that in the past they use to do milestones, but depending on the participant, some students preferred getting the incentive upon completion, thus it really depended on the participant. JFCS representative agreed that it depends on the participant. AYWC member Roman Ryan Brama recommended the participant be allowed to decide whether to get the incentives at milestones or at completion. Per Human Services Department Deputy Director, Kweilin Waller, it is up to the PBWDB to decide how the incentive is given.

The AYWC suggested that AYWC Member, Roman Ryan Brama, work with City of Phoenix staff and youth providers to then bring back a solid recommendation to the next month's AYWC meeting.

5. ARIZONA@WORK Youth Provider Upcoming Events and General Updates:

AYWC Chair Barajas invited the youth providers to share any upcoming events or updates. Providers shared the following:

- CPLC- Healthcare focused job fair, November 3rd – 6th
- CPLC- ESL classes starting on December 17th
- YMCA-Maryvale: Annual Thanksgiving Breakfast, November 27th
- JFCS- Thanksgiving Luncheon, November 27th

6. Matters for Future Discussion

- Youth Ambassador Workgroup (YAW) will do a presentation to the full PBWD Board, at the January meeting.
- AYWC Member Charlie Boyce will do a presentation at the November's providers meeting covering the services Arizona Career Pathways offers young people.

7. Call to The Public

None

8. Adjournment

AYWC Chair Daniel Barajas suggested a motion to Adjourn the meeting. AYWC member Charlie Boyce made a **motion to adjourn** and AYWC member Travis Hardin **seconded**.

Approved: Daniel Barajas, Jenna Kohl, Fred Ingersoll, Melissa Trujillo, Victoria Pettit and Ramon Ryan Brama

Opposed: None

Motion passed unanimously

The meeting adjourned at 10:39 a.m.