



**Phoenix Business and Workforce Development Board
Advancing Youth Workforce Committee Meeting Minutes
November 26, 2019 ~8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee was held on November 26, 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)
Bethany Woodard (Vice Chair)
Travis Hardin
Jenna Kohl
Melissa Trujillo
Charlie Boyce
Victoria Pettit
Roman Ryan Brama

Committee Members Absent:

Nick DePorter

Public Attendees:

LaSetta Hogans (PBWDB Executive Director)	Mark Carr
Christina Edwards (PBWDB Liaison)	Sheila Murphy
Reeta Devi	Tracey Regenold
Ronnie McGuire	Tracee Spire
Dustin Panoff	Mary Alejandro
Silvia Valadez (AYWC Administrative Support Staff)	

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

1. Call to Order:

Advancing Youth Workforce Committee (AYWC) Chair, Daniel Barajas, called the November 26, 2019 meeting to order at 8:36 a.m. Roll call was completed by AYWC Administrative Support, Silvia Valadez, and a quorum of eight members were present.

2. Approval of AYWC October 22,2019 Meeting Minutes:

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 October 22, 2019** and AYWC member Bethany Woodard seconded.

Approved: Daniel Barajas, Jenna Kohl, Melissa Trujillo, Charlie Boyce, Victoria Pettit and Roman Ryan Brama.

Opposed: None

3. Arizona Department of Education State Plan:

AYWC Chair Daniel Barajas shared that the 2019 Arizona Perkins V. State Plan is currently open for public comment. The state plan would affect funding sources around Career and Technical Education. As the new plan is being developed, there are lots of legislative priorities by both industry and state government. Chair Barajas shared a website to serve as a resource and impressed the importance of public comment, as the prior Perkins IV. was in effect for about 14 years. The website is as ensues:

<https://www.azed.gov/cte/azstateplan/>

4. ARIZONA@WORK City of Phoenix Youth Incentive Policy Research:

AYWC member, Roman Ryan Brama, briefly shared the research he did on other states' WIOA youth incentive policies and practices. Currently the ARIZONA@WORK City of Phoenix Youth Incentive Policy is being revised. Providers will have a chance to provide feedback on the policy in December. Once AYWC reviews and approves the policy, it will go to the full Phoenix Business and Workforce Development Board (PBWDB) for final approval before it becomes a final revision. Once it is approved by PBWDB, it will immediately go into effect.

Because the PBWDB meets on January 9, 2020 and AYWC meets on January 28, 2020, the PBWDB will not be able to review and approve the policy until they meet in March 2020. Based on this feedback, AYWC suggested a brief AYWC phone meeting before the January PBWDB's meeting to review the draft and possibly approve it. This would enable the PBWDB to review and possibly approve the policy during their January board meeting. PBWDB AYWC staff will schedule a meeting for the AYWC to review the policy.

5. PBWDB Employer Survey:

AYWC reviewed the employer survey that is currently being used by the Phoenix Business and Workforce Development Center to poll and reach out to industry. Per PBWDB Executive Director, LaSetta Hogans the survey was developed by the

Continuous Improvement Committee (CIC) for the purposes of getting feedback from business customers who work with the adult population. This feedback would typically be reviewed by the Business Engagement Committee (BEC) and/or the CIC, but the information can be pulled and gathered for the AYWC, if the committee would like to review it.

Per Mary Alejandro, Human Services Department Community & Business Liaison, this survey is not disseminated to the businesses participating in the youth programs. Because the youth providers work directly with the businesses, the providers would provide their own/if any surveys and these would be unique to the individual providers.

AYWC Vice Chair, Bethany Woodard posed several questions about the survey, such as: “What do we want to use it for?”, “What do we want the goal to be?”, and “If we have these results already, what is some of the data that has been received?” Given this, Chair Barajas suggested that Mary Alejandro, Human Services Department Community & Business Liaison, and her team look at the survey from the youth services provision perspective and assess how the survey can become useful and how we might want to engage employers. AYWC Member, Charlie Boyce also suggested that the survey be utilized as an outreach mechanism to employers, to determine if any of them would be interested in serving on the CTE Advisory Board.

6. 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: Marc C. and providers will provide a 1st draft of a matrix to Board Staff and Board Staff will send to AYWC members via file share. Change due date to January 2020.
- Change **Action 2.2** to: Percentages of youth served within target populations, within the past two years, was not available in AJC. Mark C. will follow up with DES (Ad Hoc Report) and bring this information to the AYWC in January. Change due date to January 2020
- Change **Action 2.3** to: OTA data as it compares to the labor market, can be pulled from AJC or tracked by excel. Rob S. and Mark C. will have a conversation about information that was previously provided to AYWC and determine how many of the identified occupation are in alignment with the Eligible Training Provider List (ETPL) and On the Job Training (OJT). Change due date to January 2020.

- Add to **Strategies 2.4:** Utilize Employer Surveys to determine what employer needs are. Change **Action 2.4** to: Currently, there are monthly Youth Business Services Team Meetings with the BWDD Outreach Specialist. There are Job Matching and Employer Workshops. There are Employer Surveys that are being disseminated. Change the 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:

- Change **Person Responsible on 8.1** to: Board Staff, One Stop Operator, Youth Program Manager. Eliminate **Action:** LaSetta will review how other committees have reworded this and bring back to AYWC.

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

- Changed **Action 9.3** to: Use four existing reporting elements (WEX, WEX participants, youth served & OTA) in HSD dashboard. Review the draft of the dashboard during January meeting. Breakdown of OTA based on industries included in dashboard. Change due date to January 2020.

AYWC Chair Daniel Barajas suggested a motion to approve the **AYWC Scorecard changes**. AYWC member Charlie Boyce made a **motion to approve the scorecard modifications** and AYWC member Victoria Pettit seconded.

Approved: Daniel Barajas, Bethany Woodard, Jenna Kohl, Melissa Trujillo, and Roman Ryan Brama.

Opposed: None

Motion passed by majority

7. 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:

- YMCA Maryvale- Thanksgiving Pancake Breakfast, tomorrow, November 27th, at 9 a.m. in gymnasium.
- CPLC-Job Fair, December 2nd at the Engagement Center from 10 a.m. -1:00 p.m.
- CPLC-Healthcare Careers Open House, December 6th at the Engagement Center from 3:00 – 6:00 p.m.

8. Matters for Future Discussion Adjournment

- PBWDB Staff will research best practices around CTE advisory board.

- PBWDB Staff will email AZ Department of Education State Plan website link to the committee members.
- PBWDB staff will schedule a phone meeting for AYWC to review and approve the ARIZONA@WORK City of Phoenix Youth Incentive Policy
- Mary Alejandro, Human Services Department Community & Business Liaison, and her team will look at the survey from the youth services provision perspective and assess how we might want to engage employers and how a survey can become useful. Additionally, Mary will work with AYWC member Victoria Pettit to incorporate a question in the employer survey gaging interest to serve on the CTE Advisory Board.
- PBWD Staff will email the PBWDB Comprehensive Scorecard to AYWC members.

9. Call to The Public

None

10. Adjournment

AYWC Chair Daniel Barajas suggested a motion to Adjourn the meeting. AYWC member Roman Ryan Brama made a **motion to adjourn** and AYWC member Victoria Pettit **seconded**.

Approved: Daniel Barajas, Bethany Woodard, Jenna Kohl, Melissa Trujillo and Charlie Boyce

Opposed: None

Motion passed unanimously

The meeting adjourned at 10:21 a.m.