**Phoenix Business and Workforce Development Board**

**Advancing Youth Workforce Committee**

**Youth Ambassador Workgroup Meeting Minutes**

**August 29, 2019 – 10:00 A.M.**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee, Youth Ambassador Workgroup was held on August 29, 2019 located at the Phoenix Business and Workforce Development Center, 302 N. 1st Avenue, 6th Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Bethany Woodard (Chair)

Charlie Boyce

Mark Carr

**Public Attendees:**

LaSetta Hogans (PBWDB Executive Director)

Silvia Valadez Barba (AYWC Administrative Support)

Brittany Goodnight (ACYR Representative)

Jessica Sutton (ACYR Representative)

Tracee Spire (YMCA Representative)

Gina Harper (JFCS Representative)

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

1. **Call to Order:**

The Youth Ambassador Workgroup (YAW) Chair, Bethany Woodard, called the August 29, 2019 workgroup meeting to order at 10:00 A.M. Roll call was completed by Silvia Valadez Barba and a quorum of three members were present.

1. **Approval of AYWC July 25, 2019 Meeting Minutes:**

YAW Chair Bethany Woodard suggested a motion to approve. YAW member Mark Carr made a **motion to approve the AYWC/YAW minutes for July 25, 2019** and YAW member Charlie Boyce seconded.

**Approved:** Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

1. **Corporate Sponsorship for Youth Ambassador WEX Position:**

YAW Chair Bethany Woodard shared that she presented the Youth Ambassador WEX Position opportunity during the Phoenix Business and Workforce Development Board (PBWDB) Executive Leadership Committee (ELC) and two members expressed an interest in providing wage support for the position.

**4. Donation Form for Non-profits:**

YAW member Mark Carr reviewed a document that the Human Services Department (HSD) used to solicit funding for their Summer Youth Employment Program. YAW Chair Bethany Woodard agreed to use this template, with modifications, for use with the Youth Ambassador WEX. This form will ultimately be used to solicit funding form the two PBWDB (ELC) members who expressed interest in providing wage support for the Youth Ambassador WEX position and in moving forward with any potential funders.

YAW Chair Bethany Woodard expressed concerns that some funders may not want to provide funding directly to the City of Phoenix (COP) and thus having an association with a non-profit where the funder can submit their funds might be advantages. Per PBWDB Executive Director, LaSetta Hogans, the benefit of the Youth Ambassador WEX would be that the youth would be enrolled with a provider and all the providers are non-profits. However, should there be an interest in expanding the Youth Ambassador WEX opportunity beyond youth enrolled in WIOA, creating a relationship with a non-profit would be advantages.

 **5. Possible Projects for Youth Ambassador WEX Position:**

Per YAW member Mark Carr, there are potentially six divisions in HSD that could provide duties and tasks for the Youth Ambassador WEX participant. Additionally, PBWDB Executive Director, LaSetta Hogans and PBWDB Liaison, Christina Edwards would also have duties and tasks for the participant. Per committee members, Youth Ambassador WEX job duties should include doing outreach to youth - specifically could be a marketing. Given that the Youth Ambassador WEX participant is an Ad Hoc AYWC member, he/she would be required to attend those committee meetings. Per YAW Chair, Bethany Woodard, a ten-week project schedule should be created.

**6. City of Phoenix Intern and Part-Time Staff Requirements:**

Per AYWC Administrative Support, Silvia Valadez Barba the Youth Ambassador WEX participant would need to complete a Person of Interest (POI) form and a meeting is scheduled with Community and Economic Department’s Human Resources to discuss the form and process. Per YAW member Mark Carr if the Youth Ambassador WEX participant is 18 years of age or older a background check will be required. PBWDB Executive Director, LaSetta Hogans shared that if a background check is not required, he cannot have access to Personal Identifying Information (PII).

**7. Youth Ambassador Work Experience (WEX):**

Per Jessica Sutton, ACYR representative, Youth Ambassador WEX participant

is in the process of enrolling with ACYR. In order for him to be compensated

as a WEX participant, ACYR needs a job description from the COP. The

position gets paid minimum wage. Per PBWDB Executive Director, LaSetta

Hogans, she will serve as the supervisor for the Youth Ambassador WEX

participant. The position could be for ten weeks, 20 hours a week. Jessica

Sutton, ACYR representative suggested that the initial 200 hours come out of

the WIOA WEX and any private funding obtained could be used to either extend

the youth’s hours beyond the 200 or used for another Youth Ambassador WEX

participant. Per Jessica Sutton, ACYR representative, the existing job

description would adequately meet ACYR’s WEX needs. Committee agreed

on a tentative start date of September 23, 2019 for the Youth Ambassador

WEX participant.

**8. Matters for Future Discussion:**

* HSD to get information back from the six City of Phoenix divisions to determine what duties/ tasks will be assigned.
* PBWDB Executive Director, LaSetta Hogans will work with YAW member Mark Carr and other COP staff to create the 10-week work schedule.
* YAW member Charlie Boyce volunteered to help the Youth Ambassador WEX participant with group facilitation skills.
* Youth Ambassador WEX participant will complete a post WEX finding report to present to the AYWC.

**9. Call to The Public:**

None.

**10. Adjournment:**

 **A motion to adjourn** was made by YAW Member Charlie Boyce and

 **seconded** by YAW Member Mark Carr.

**Approved:** Bethany Woodard

**Opposed:** None

**Motion passed unanimously**

 **The meeting adjourned at 11:23 a.m.**