



**Phoenix Business and Workforce Development Board
Advancing Youth Workforce Committee
Meeting Minutes**

**Phoenix Business and Workforce Development Center
302 N. 1st Avenue, 6th Floor West Conference Room
October 23, 2018**

Members Present:

Jeff Kulaga
Charlie Boyce

Members Absent:

Jeff Holly
Delbert Hawk
Bethany Woodard

Members via Phone:

Travis Hardin
Daniel Barajas

City of Phoenix Staff:

Mark Carr	Todd Berndt
Diamond Smiley	Ronnie McGuire
Mary Alejandro	Susan Roger
Christina Edwards	Cynthia Spell Tweh
LaSetta Hogans	Abigaid Garcia

Public Attendees:

Dustin Panoff	Jeannete Perez
Antonine Sweeney	Dominic Cota
Sharlet Barnett	Joanne Sangiorgi
Katherine Pappas	

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

1. Call to Order/Roll Call

Jeff Kulaga, Vice Chairman, called the Advancing Youth Workforce Committee Meeting to order at 8:34 a.m. on October 23, 2018. Roll call was completed and quorum was met, with two members present, three members absent and two members on the phone.

2. Information and approval of September AYW Committee Meeting Minutes:

A motion to approve the September 25, 2018 meeting minutes was made by Daniel Barajas, Committee Member, and Travis Hardin, Committee Member, seconded the motion.

Motion passed 4:0

Yes: 4 – Daniel Barajas, Travis Hardin, Jeff Kulaga and Charlie Boyce

No: 0

Absent: 3 – Jeff Holly, Delbert Hawk and Bethany Woodard

3. Information, Discussion of Arizona Department of Economic Security (AZDES) Standing Youth Committee Requirements:

Christina Edwards, Phoenix Business and Workforce Development (PBWD) Board Liaison, briefed the committee on AZDES Youth Committee requirements and mentioned the option to incorporate additional AYW Committee Members, which may include youth and parents. AYW Committee Members collectively agreed that incorporating discussion of youth and parent recruitment would be a valuable agenda item for the next committee meeting on 11/27/18. Christina Edwards, Phoenix Business and Workforce Development (PBWD) Board Liaison, confirmed that State requirements are currently being met and efforts are being made to better align Board Bylaws with AZ Department of Economic Security requirements, with the assistance of LaSetta Hogans, PBWD Board Executive Director. Jeff Kulaga, Vice Chairman, suggested that each AYW Committee Member bring two resources for recruitment of youth member involvement to the next AYW Committee Meeting on 11/27/18. Mark Carr, Committee Subject Matter Expert, stated that staff will communicate with current youth service providers to request youth nominations. LaSetta Hogans, PBWD Board Executive Director stated that an application process would be followed for youth interested in joining the AYW Committee as an Ad Hoc Member.

4. Information, Discussion and Action of ARIZONA@WORK City of Phoenix Policy Review and Draft Approval:

Mark Carr, committee Subject Matter Expert, provided a brief synopsis of recently revised policies, which incorporated changes from WIA to WIOA. Jeff Kulaga, Vice Chairman, recommended approval of Youth Services Sec. 200.201 – Program Eligibility policy and Youth Services Sec. 200.206 – Case Notes Requirements policy. A motion to approve the policies was made by Charlie Boyce, Committee Ad Hoc Member, and Travis Hardin, Committee Member, seconded the motion.

Motion passed 4:0

Yes: 4 – Charlie Boyce, Travis Jardin, Jeff Kulaga and Daniel Barajas

No: 0

Absent: 3 – Jeff Holly, Delbert Hawk and Bethany Woodard

5. Information, Discussion and Possible Action of PBWDB Strategic Scorecard Review:

Christina Edwards, Phoenix Business and Workforce Development (PBWD) Board Liaison, referenced the agenda packet containing AYW Committee Scorecard for year 1 along with year 2 scorecard and Year 2 Goals. AYW Committee Members agreed to proceed with discussion of Year 2 Goals and modifications to deadlines and language were made through collective input. Katherine Pappas, Pipeline AZ, discussed resources available to assist in development of career exploration guides referenced within Year 2 Goals. LaSetta Hogans, Phoenix Business and Workforce Development (PBWD) Executive Director, explained how career exploration guides are a joint focus of the AYW Committee and Service Delivery Committee in developing a mechanism to educate youth and adults of various career pathways. Cynthia Spell Tweh, Deputy Human Services Director – City of Phoenix, emphasized the value in collecting and educating job seekers on career pathways. All AYW Committee Members were in agreement to bring a menu of guides, in addition to what Pipeline AZ has to offer, for discussion at February 2018 AYW Committee Meeting. A motion to approve revisions to all AYW Committee Year 2 Goals and due dates, was made by Travis Hardin, Committee Member and seconded by Daniel Barajas, Committee Member.

Motion passed 4:0

Yes: 4 –Travis Hardin, Daniel Barajas, Jeff Kulaga and Charlie Boyce
No: 0
Absent: 3 – Jeff Holly, Delbert Hawk and Bethany Woodard

6. Matters for future discussion

Charlie Boyce, Committee Ad Hoc Member, suggested creating a standing agenda item for youth membership recruitment efforts at all future committee meetings.

7. Call to the Public

None.

8. Adjournment

Charlie Boyce, Committee Ad Hoc Member, motioned to adjourn the meeting at 10:11 a.m., Travis Hardin, Committee Member, seconded the motion.

Motion passed 4:0

Yes: 4 –Charlie Boyce, Travis Hardin, Daniel Barajas and Jeff Kulaga
No: 0
Absent: 3 – Jeff Holly, Delbert Hawk and Bethany Woodard