

**Minutes of the Maricopa County Workforce Development Board Youth Committee**

**Wednesday, February 13, 2019 - 10:00 a.m.**

Rio Salado College Downtown - 619 N 7th Ave Phoenix, AZ 85007

<https://bluejeans.com/546993469>

Phone: +1.888.240.2560 Conference ID: 546993469

**Members Present:** David Drennon, Kelli Kincaid, Reid Graser (Ph), Shawn Hutchinson, Susan Morris

**Members Absent:** Bruce Walls, Kelly Crawford

**Call to Order/Welcome**

Youth Committee Chairman, Shawn Hutchinson, called the Youth Committee meeting to order at 10:00am. WDB Liaison, Nancy Avina took roll, quorum was present.

**Approval of the Minutes from October 10, 2018**

Chairman, Hutchinson, asked for a motion to approve the meeting minutes from October 10, 2018. Susan Morris made a motion. Motion was seconded by David Drennon. All present were in favor, the motion carried.

**Executive Director Report**

Executive Director, Patricia Wallace, provided brief update on activity of the MCWDB and workgroups. Ms. Wallace encouraged youth committee members to connect and join current workgroups if members haven't already done so, to provide youth perspective.

Chairman, Hutchinson, requested introductions around the room.

**Youth Program Operations**

Youth Program Manager, Tina Luke, provided a brief operation staff update; Kathy Johnson, no longer with the youth program, additional vacancies shared.

**Youth Vendor Renewals Update** – Ms. Luke provided a status update on youth vendor contracts. A handout was disseminated with additional information

**Quarterly Report Feedback** – Brief highlights were reviewed by Ms. Luke on the youth quarterly Report provided by Management Analyst, Matthew Smith.

An update was also provided on Avondale youth hub location closure. Itinerant services model is now being used. Youth staff will be available on Mondays at the Avondale care first center. Other options are being explored to provide presence at different locations, such as at Rio Salado in Avondale and at other cities like Glendale, AZ. Ms. Luke asked the youth committee for input on other possible location ideas, where itinerant services can be provided for youth.

Ms. Luke shared a copy of a youth enrollment survey that will be provided to youth. The committee briefly reviewed the survey and provided input and suggestions. Brief discussion held.

Youth Committee member, Susan Morris, took a moment to provide an update on the youth outreach project/initiative and current outcomes with Tempe and Foster Care. Ms. Morris informed she will be outreaching to Peoria next.

### **Youth Committee Charter Review and Recommendations**

Chairman, Hutchinson, informed on the development of the youth committee charter as requested by the MCWDB Chairman. The charter will provide purpose, define roles and guide the youth committee going forward. Chairman, Hutchinson, informed of the steps needed that will lead to the charter approval.

The committee reviewed the draft youth committee charter. Discussion held on sections of the charter. Chairman, Hutchinson asked committee members to review the charter in more detail after the meeting and send any recommendations Management Analyst, Isabel Creasman, **by March 8th**.

Chairman, Hutchinson requested a brief youth committee phone conference on March 8<sup>th</sup> to review youth committee member feedback and approve the final youth committee charter.

### **Strategic Planning Goal Group Activity Reports**

**Quality Workforce** – No additional update

**Marketing** – Ms. Morris provided a few additional comments on the most recent Marketing workgroup meeting.

**Regionalism and Sustainability** – No additional update

**Performance Excellence** - No additional update

### **Next Steps/Announcements**

Note Noted.

### **Call to the Public**

None noted.

### **Adjourn**

Meeting adjourned at 11:17 a.m.

*\*For More Information Contact Nancy Avina, Board Liaison, [avinan@mail.maricopa.gov](mailto:avinan@mail.maricopa.gov)*