



**Phoenix Business and Workforce Development Board
Advancing Youth Workforce Committee Meeting Minutes
January 28, 2020 ~8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee was held on January 28, 2020 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
Charlie Boyce
Victoria Pettit
Ryan Young

Committee Members Absent:

Nick DePorter
Melissa Trujillo
Jenna Kohl

Public Attendees:

LaSetta Hogans (PBWDB Executive Director)	Mark Carr
Christina Edwards (PBWDB Liaison)	Reeta Devi
Tracee Spire	Stacy Ramirez
Mary Alejandro	Gina Harper
Kweilin Waller	
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 January 28, 2020 meeting to order at 8:35 a.m. Roll call was completed by AYWC Administrative Support, Silvia Valadez, and a quorum of six members were present.

2. Approval of AYWC November 26,2019 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 November 26, 2019** and AYWC member Victoria Pettit seconded.

Approved: Daniel Barajas, Bethany Woodard, Charlie Boyce, and Ryan Young.

Opposed: None

3. PBWDB Employer Survey:

The PBWD Board's Continuous Improvement Committee (CIC) developed an employee survey and it is currently being used by the business services team as they connect with employers focused on adult and dislocated worker populations. City of Phoenix, ARIZONA@WORK Community & Business Liaison, Mary Alejandro has been working with youth providers to look at this existing survey and revamp it to be more relevant to employers working with program youth. Additionally, Mary worked with City of Phoenix staff to get their feedback as a youth program employer. Several changes were made to the survey and a draft was presented to the committee. AYWC members had feedback and made several suggestions to be incorporated into the survey. A draft of the survey incorporating changes will be presented at the next AYWC meeting. Once the survey is finalized and approved, it would likely be disseminated by the youth providers, but the repository of data collected from it would be the responsibility of the City.

4. PBWDB Strategic Plan Scorecard Review – Year Three:

AYWC Chair Daniel Barajas invited City of Phoenix, ARIZONA@WORK, Youth Workforce Program Manager, Mark Carr to review the Target Population and Services Matrix as it relates to Goal 2.1 of the scorecard. Mark shared that he has been working with youth providers to create the matrix and provided a brief review and explanation of the document. AYWC Chair Barajas recommended a compliance statement be added either in the beginning or the end of the matrix document. AYWC Member Boyce suggested that a "How to Refer" component be added to the document, possibly under the agency information section. CPLC Representative, Reeta Devi pointed out that her agency's contact information needed to be changed, as it now reflects their corporate office information. City of Phoenix, Human Services Department Deputy Director, Kweilin Waller stated that she would like to make some additional changes to the document before AYWC reviews it for approval. Chair Barajas requested a draft with changes be brought to the next AYWC meeting.

Vice-Chair Woodard asked if it was possible for AYWC to get statistical reports periodically. This data may reflect some success stories that could be used for marketing or outreach material. City of Phoenix, Human Services Department (HSD) Deputy Director, Kweilin Waller recommended this information be provided to AYWC monthly, once HSD is able to hire a data manager.

Both Chair Barajas and Member Boyce pointed out that the matrix document is not really a triage tool, as stated in Action 2.1 and therefore, it was recommended that the word “triage” be removed and that “and public” be added to Action 2.1.

AYWC Administrative Support, Silvia Valadez read Action 2.2 and City of Phoenix, ARIZONA@WORK, Youth Workforce Program Manager, Mark Carr shared that the requested Ad Hoc Report from DES was still pending. AYWC decided to change the due deadlines for Actions 2.1 and 2.2 to February.

AYWC Administrative Support, Silvia Valadez read Action 2.3 and it was determined that this action was not applicable, given that that the youth program contracts do not have specific industries written in them. Thus, this action will be removed from the scorecard.

AYWC Member Travis Hardin left the AYWC meeting conference at 9:38 a.m. Since quorum was lost the scorecard changes could not be approved and action for this agenda item will be taken during the next 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:

- YMCA Maryvale- Has fostered a partnership with The Bureau of Land Management (BLM) and last week started their first cohort with five students. A presentation on this partnership is forthcoming, potentially at the next AYWC meeting.
- CPLC- There is an upcoming event on February 29th and flyers for that are forthcoming.
- JFCS- Last Friday had a graduation for their GED youth and a couple of youth who completed some post-secondary training programs.

6. Matters for Future Discussion Adjournment

- Future AYWC meeting locations will be rotated between CPLC, YMCA and the Phoenix Business and Workforce Development Center.
- An updated draft of the Youth Employer Survey will be brought back to the next AYWC meeting for the committee’s review.
- An updated draft of the Targeted Populations and Services Matrix will be brought back to the next AYWC meeting for the committee’s review.

7. Call to The Public

Could not be done, since there was no quorum.

8. Adjournment

The meeting adjourned at 9:38 a.m., when quorum was lost.