



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

The virtual meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee was held on January 28, 2020.

Committee Members Present

Daniel Barajas (Chair)
Bethany Woodard (Vice-Chair)
Jenna Kohl
Travis Hardin
Melissa Trujillo
Charlie Boyce
Victoria Pettit
Ryan Young

Committee Members Absent:

Nick DePorter

Public Attendees:

LaSetta Hogans (PBWDB Executive Director)	Mark Carr
Christina Edwards (PBWDB Liaison)	Reeta Devi
Tracee Spire	Dustin Panoff
Mary Alejandro	Jessica Howell
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 April 28, 2020 meeting to order at 8:40 a.m. Roll call was completed by AYWC Administrative Support, Silvia Valadez, and a quorum of eight members were present.

2. Approval of AYWC January 28,2020 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 January 28, 2020** and AYWC member Victoria Pettit seconded.

Approved: Daniel Barajas, Bethany Woodard, Jenna Kohl, Melissa Trujillo and Ryan Young

Opposed: None

Motion passed unanimously

3. ARIZONA@WORK City of Phoenix Youth Program COVID -19 Update:

City of Phoenix, Human Services Department (HSD) Deputy Director, Kweilin Waller presented an on the impact and implications COVID-19 has had on the ARIZONA@WORK City of Phoenix Youth Program service provision.

4. PBWDB Employer Survey:

AYWC Chair Daniel Barajas invited City of Phoenix, ARIZONA@WORK, Youth Workforce Program staff to review the updated draft of the PBWDB employer survey created specifically for the youth program. Mary Alejandro, City of Phoenix ARIZONA@WORK Community & Business Liaison, proceeded to review the survey including any updates, additions and recommendations made by either the AYWC or youth providers.

AYWC member Ryan Young asked, given that this survey is for the employers, is there a survey provided specifically to the youth WEX participants, where they can provide feedback on their experience. Per ARIZONA@WORK, Youth Workforce Program Manager, Mark Carr participants are surveyed at the beginning of their WEX experience as well as participate in a bi-weekly evaluation sheet. AYWC member Ryan Young asked if a survey can be created for participants to complete at the end of their WEX experience. Mark agreed that the initial survey can also be provided at the end of their WEX experience. Reeta Devi, Chicanos Por La Causa (CPLC) Representative, shared that CPLC WEX participants currently do get surveyed both pre and post WEX experience.

AYWC Member, Jenna Kohl asked if there is an existing compressive matrix that shows the various surveys that are conducted, the frequency in which they are conducted, who receives the data and who is responsible for following -up. She stated that such a tool would help PBWD Board not just see what data is available but also help drive their decision making. City of Phoenix, Human Services Department (HSD) Deputy Director, Kweilin Waller stated that HSD is in the process of gathering information such as: What is currently being collecting? What reporting is currently available? What measures will be tracked? To date, any such information that was collected is not available and thus she recommended this data collection and the PBWDB Employer survey start in the new program year, as of July 1st.

ARIZONA@WORK, Youth Workforce Program Manager, Mark Carr, also recommended that, given COVID -19 the updated version of the PBWDB Employer Survey be implemented in the new program year, July1, 2020.

AYWC Chair Daniel Barajas suggested a motion to approve the **PBWDB Employer Survey** for implementation as of July 1, 2020. AYWC member Victoria Pettit made a **motion to approve the PBWDB Employer Survey for implementation as of July 1, 2020** and AYWC member Jenna Kohl seconded.

Approved: Daniel Barajas, Bethany Woodard, Travis Hardin, Melissa Trujillo and Charlie Boyce

Opposed: Ryan Young

Motion passed by majority

5. Youth Build Follow-Up Memo:

City of Phoenix, Human Services Department (HSD) Deputy Director, Kweilin Waller reviewed the Youthbuild Grant Evaluation Memo. She explained to AYWC why the grant was not awarded to City of Phoenix ARIZONA@WORK Youth Program.

6. YMCA Bureau of Land Management (BLM) Partnership Presentation:

Jessica Howell, YMCA Representative presented to the AYWC on a program they are doing with the Bureau of Land Management (BLM), in partnership with Phoenix College.

7. Youth Workforce Program Request for Proposal:

City of Phoenix, Human Services Department (HSD) Deputy Director, Kweilin Waller did a presentation to the AYWC on the upcoming Youth Workforce RFP. The last year under the current youth contracts is from July 1, 2020 through June 30, 2021 with the new contract going into effect in fiscal year 2021. HSD is currently working on determining the new framework for the upcoming RFP; taking into account everyone's needs. In order to do this, HSD has been working on compiling providers' feedback, conducting empathy interviews with the provider's participants and researching best practices. Thus far, the aforementioned has identified the following implications for the upcoming RFP: a need to develop standards and best practices for staff and providers; a need to develop a better welcome function or entrance into the program for both providers and participants; a need to develop a clearly identified service model; and a need to provide structure and support for the work experience employers, participants and provider.

Per City of Phoenix, Human Services Department (HSD) Deputy Director, Kweilin Waller, the next step is to identify what the AYWC's goals and priorities are for this upcoming RFP. Thus a set of questions were emailed in advance, as points of discussion for this agenda item. Chair Daniel Barajas requested additional time for the AYWC members to review questions and provide this feedback. AYWC

Administrative Support Staff Silvia Valadez will email the list of questions today to all AYWC members with a deadline feedback date of May 12, 2020.

AYWC Chair Daniel Barajas suggested a motion to move forward with **Youth Workforce Program RFP**. AYWC member Melissa Trujillo made a **motion to approve moving forward with Youth Workforce RFP** and Ryan Young seconded.

Approved: Daniel Barajas, Bethany Woodard, Jenna Kohl and Victoria Pettit

Opposed: None

Motion passed unanimously

8. PBWDB Strategic Plan Scorecard Review – Year Three:

For the sake of time, Chair Daniel Barajas recommended this agenda item be moved to next AYWC meeting as item number one, with the specific intent of reviewing any goals that are in yellow as they relate to year four goals.

9. ARIZONA@WORK Youth Provider Upcoming Events and General Updates:

AYWC Chair Daniel Barajas invited the youth providers to share any upcoming events or updates. There were none.

10. Matters for Future Discussion Adjournment:

- Youth Workforce RFP feedback questions will be emailed to AYWC members today and they will submit their responses by May 12, 2020.
- PBWDB Strategic Plan Scorecard review will be moved to the next AYWC meeting as agenda item number one.
- Provide a status update on the Youth Incentives Policy.
- During the next AYWC meeting include an agenda item to discuss the possibility of either having more youth in the AYWC or having a youth focus group that will allow WEX participants to provide feedback and suggestions.

11. Call to The Public:

None

12. Adjournment:

AYWC Chair Daniel Barajas suggested a motion to Adjourn the meeting. AYWC member Ryan Young made a **motion to adjourn** and AYWC member Jenna Kohl **seconded**.

Approved: Daniel Barajas, Bethany Woodard, Melissa Trujillo and Victoria Pettit

Opposed: None

Motion passed unanimously

The meeting adjourned at 10:26 a.m.