

Yavapai County Workforce Development Board (WDB)

Youth Council

October 12, 2021 Meeting Minutes

Attendees	Present/Absent	Number of Absences in 2021
Mel Ingwaldson, Chairman	Present	1
Corey Marshall, Vice-Chairman	Absent	2
Linda Brannock	Present	0
Rich Ormond	Present	0
Nancy Jensen	Absent	1

Staff: Leah Cickavage, Operations Manager, NACOG

I. Call to Order, Welcome and Introductions

Chairman Ingwaldson called the meeting to order at 10:02 a.m. All members were welcomed to the Zoom Youth Council meeting.

II. Approval of April 13, 2021 and July 23, 2021 Meeting Minutes

Chairman Ingwaldson called for questions or comments on the meeting minutes from the last Youth Council meetings held on April 13, 2021 and July 23, 2021. Hearing none, he called for a **motion and second to approve the minutes as drafted; so moved by Mr. Ormond, seconded by Ms. Brannock. The motion carried unanimously.**

III. Chairman's Report

Chairman Ingwaldson discussed the Yavapai County Workforce Development Board (WDB) is finalizing their Strategic Plan. Youth Council is a subcommittee of the WDB and has been tasked to create a Scope of Work, which will also become a part of the Strategic Plan. A Scope of Work will allow the Council to determine their mission, vision, chair's initiative, purpose, communications, membership, goals/priorities, responsibilities and outputs. The council members determined the Scope of Work as follows:

- Mission-Leader of innovative partnerships and services that support sustainable youth opportunities in Yavapai County.
- Vision-To build a stronger future for youth in Yavapai County.
- Purpose-To provide oversight for quality services to youth in Yavapai County for long term success.
- Communications/Frequency-Youth Council will continue to meet on a quarterly basis. Meetings conducted are via Zoom, hybrid, or in-person with flexibility due to the COVID-19 pandemic.

- Membership-current membership consists of labor organizations, Title I, NAU, Prescott College, Yavapai College, and a past participant. Youth Council will continue to focus on building membership with Juvenile Justice, Homeless/Housing youth organizations, apprenticeship businesses, veteran services, tribal and parents of youth.
- Chair's Initiative-Continuous improvement on youth performance standards and youth future development with skills based trainings.
- Goals/Priorities-provide outreach and presentations to youth organizations, increase youth enrollment in WIOA, engage youth organizations to present to Youth Council and discuss how to best partner/refer youth, improve deficiencies with youth eligibility/enrollments/MSG's, high school and online school presentations, tutorials for industry career paths, and presentations to the CEO's on council goals/youth services information
- Responsibilities/Outputs-assist with WDB plan updates for youth service delivery, oversight for youth service delivery, excel in customer service, achieving/exceeding youth performance standards, youth service provider RFP, and assist the WDB staff engagement with outreach.

Ms. Cickavage will complete a one page document for the Youth Council Scope of Work and send to Council members and the WDB to include in the Strategic Plan.

IV. Operations Manager Report

Ms. Cickavage began her report and first identified the most recent program audit. She provided an overview of error commonalities in youth file reviews. A process improvement plan has been developed to increase staff training on eligibility, intake, enrollment data entries, eligibility documentation, measurable skills gains and case notes. A new policy and data validation checklist was created by DES and staff will rely on the checklist for appropriate enrollments and documentation. Interview file reviews will increase prior to state reviews. A new intake checklist for clients was created as a crosswalk for staff to complete eligibility successfully. Lastly, case management contacts will increase to every 30 days for enrolled youth to continue to build a strong relationship. Chairman Ingwaldson thanked Ms. Cickavage for an in-depth report and process improvement strategy.

Ms. Cickavage shared Center of Labor Markets & Policy information regarding the summer employment outlook for youth aged 16-19 years old, noting that this age group is expected to rebound sharply from the pandemic. The expectation for youth in the workforce has risen to 31.5% for this year as compared to 1999 participation in labor force at 52% and 34.5% in 2020. She noted a contrast during the pandemic as opposed to when there was not that type of opposing force. Ms. Cickavage remarked about how youth stepped up to fill jobs ahead of adults during the pandemic. She shared some other interesting data from the report. Arizona ranked 29th of the states for youth employment.

Challenges to projected growth in the labor market include unemployment, part-time employment and an under-utilized labor pool. Ms. Cickavage reported that the state has cut the federal supplement to unemployment, however more remote work opportunities are currently trending. She cited other reasons for the labor challenges as well, such as limited child care availability. Ms. Cickavage listed the following major industries hiring youth in 2020:

- Hospitality
- Retail

- Educational services

Industries expected to demonstrate continued growth include:

- Service industries
- Sales
- Production
- Transportation
- Administrative support

The report concluded that the highest-ranked occupation for youth was cashier. Ms. Cickavage noted the importance of gathering this type of information in preparation to target opportunities for our own youth programs, including the Summer Youth Employment & Training Program (SYETP).

Ms. Cickavage reported on the youth program update. Currently, 69 in school youth and 120 out of school youth are enrolled. Outreach has consisted of job fairs, Mingus Online Academy, Yavapai College Adult Education, PASS shelter, education facilities, news/media announcements, Steps to Recovery Homes, Paulden Library and providing essential skills workshops that are available every 4th Thursday of the month which includes information on Zoom interviews, dressing for success, and successful interviewing.

Ms. Cickavage continued and reported planned outreach efforts with Northpoint Academy, McKinney-Vento counselors, Yavapai College Regional Economic Development Center, Agape House, Beaver Creek Community Meeting, Ashfork Community Meeting, NARDA Academy, Online High School Counselors, Youth Church groups, Boys and Girls Club and Launchpad.

Ms. Cickavage provided a summary of youth activities ranging from employment/education in the healthcare industry, administrative, cosmetologists, aestheticians, CDL Drivers, Phlebotomy, Electricians, GED training, Manufacturing Technicians, Construction, Culinary and Education.

Ms. Cickavage asked if there were any questions or comments, hearing none, Ms. Cickavage concluded her report.

V. Member Comments

Chairman Ingwaldson asked for member comments; no member comments were made.

VI. Public Comments

Chairman Ingwaldson called for public comments; no public comments were made.

VII. Adjournment

Chairman Ingwaldson called for a motion to adjourn, **so moved by Ms. Brannock, seconded by Mr. Ormond. The motion carried unanimously. Chairman Ingwaldson adjourned the meeting at 11:12 a.m.**