

Minutes of the Maricopa County Workforce Development Board Youth Committee Meeting

Monday, December 16, 2019 at 1:00p.m.

WDB Staff Office

701 W Jefferson St. Ste 104 Phoenix, AZ 85007

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: 1-510-338-9438; Access Code/Meeting ID: 625 125 871

Members Present: Elizabeth “E” Cole, David Drennon (ph.), Shawn Hutchinson, Susan Morris, Traci Ayre., *Jessica Larsen (Pending EC Approval), Pedro Huerta (Pending EC Approval)*

Members Absent: Felix Moran

Call to Order

Youth Committee Chair, Elizabeth Cole, called the Youth Committee meeting to order at 9:30 a.m.

- **Welcome, Introductions and Chair’s Remarks** – Chair, Cole welcomed attendees and committee members, provided brief open meeting law reminders and thanked committee members for attending the last Full Board meeting Open Meeting Law presentation.
- **Roll Call** – WDB Liaison, Nancy Avina took roll. Quorum was present.

Approval of December 16, 2019 Meeting Minutes*

Chair, Cole, asked for a motion to approve the previous meeting minutes. Susan Morris made a motion. Shawn Hutchinson seconded the motion. All present were in favor; motion carried.

Quarter 1 PY19 Quarterly Youth Services Report*

Chair, Cole shared highlights of youth success stories provided by Youth Workforce Program Manager, Tina Luke, shared the purpose of sharing success stories and welcomed all vendors to provide success stories every month. Committee member, Susan Morris added comments from a Marketing Workgroup perspective on the idea of how to message out stories to other youth and operationalize them, brief discussion was held.

Ms. Luke then presented highlights on the Q1 PY19 Quarterly youth services report touching upon, expenditures, Q1 performance, outreach conducted, individuals served, services, and exits and length of participation. Questions were addressed on what a manageable caseload looks like, financial literacy training, spending, spending projections, and servicing out of school youth.

Review and Approve the Final the Youth Committee Action Plan*

Chair, Cole deferred to Executive Director, Patricia Wallace to review the final youth action plan. Ms. Wallace informed MCWDB stat down with Chair, Cole to finalize the youth action plan based on working sessions and youth committee discussions. Dates have been pushed out based on workload and new youth committee member learning curve. Discussion was held on youth committee participation on MCWDB workgroups. A high-level summary was provided on each MCWDB workgroup. Chair, Cole requested new committee members think about what workgroup would be the best fit and expressed interest in creating a skills matrix of youth committee members. Chair, Cole expressed need for staff to accomplish youth committee roles and responsibilities and informed on the MCWDB Chairman initiative to increase the MCWDB budget to hire staff to help accomplish the MCWDB work.

Chair, Cole, asked for a motion to approve the final youth committee action plan as presented. David Drennon, on the phone made a motion. Susan Morris seconded the motion. All were in favor. The motion carried.

Follow-up and discussion on Full Board action regarding procurement of Youth Services

Chair, Cole led discussion on supporting the board on a Full Board request for proposal process. Context was provided on the DOL audit report. Youth Committee options to support the Full Board were discussed. Ms.

Wallace shared information on potential options and what a request for proposal process entailed. The discussion included touching upon pay-for-performance and sole source options under the regulation and options for procuring by elements.

Youth Committee Membership Review and possible action on Candidates*

Chair, Cole provided a brief membership summary. Discussion was held on the last vacancy on the committee and who would be the best representation on the committee. The committee considered adding a municipality or a high school representative to the committee, resulting in soliciting in both categories. Chair Cole, asked MCWDB Liaison, Nancy Avina to create a flyer and send out to both municipalities and high schools. A deadline for submitting applications was set for January 31, 2019.

Action Items & Announcements

Various announcements were made including on, new apprenticeship class starting with 78 WIOA participants, work experiences, Phoenix business and bagels event, Reveli training on AJC, adult ed. On IET's, ADOT program, and Year Up Class graduation.

Call to the Public

Chair, Cole called for public comment.

Adjourn

Chair, Cole adjourned the meeting at 11:16 a.m.

**For More Information Contact MCWDB Staff at: MCWDB@maricopa.gov*