

Minutes of the Maricopa County Workforce Development Board Youth Committee Meeting

Wednesday, February 12, 2020 at 9:30 a.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, Felix Moran, Pedro Huerta, Shawn Hutchinson (Ph.), Susan Morris, Traci Ayre

Members Absent: Jessica Larsen

Call to Order

Youth Committee Chair, Elizabeth Cole, called the Youth Committee meeting to order at 9:32 a.m.

- **Welcome, Introductions and Chair’s Remarks** – Chair, Cole welcomed attendees and committee members to the youth committee meeting. Public introductions held.
- **Roll Call** – WDB Liaison, Nancy Avina took roll. Quorum was present.

Chair Cole shared several open meeting law reminders.

Approval of January 8, 2020 Meeting Minutes*

Chair, Cole, asked for a motion to approve the previous meeting minutes. David Drennon made a motion. Susan Morris seconded the motion. In favor: Elizabeth “E” Cole, David Drennon, Felix Moran, Pedro Huerta, Shawn Hutchinson (Ph.), Susan Morris, Traci Ayre. Opposed: none. Motion carried.

Chair Report

Chair Cole reminded everyone of her interest in starting meetings with youth success stories; she shared from an Adult Education perspective, information on national adult honor society induction for Rio Salado with two students being under the age of 25. Chair Cole reminded everyone present to share events and success stories if they have them. In addition, Chair Cole touched on the following:

- **Full Board and Executive Committee activity from a youth perspective** – The importance of the youth committee and ties to the work of the Executive Committee (EC), Full Board and other committees/workgroups. Chair Cole recognized the work of the MCWDB Chairman, Drew Thorpe and other members for their voluntary efforts, time and expertise. An update was shared on EC member attendance at the Maricopa County Board of Supervisors (BOS) Chiefs of staff meeting with the MCWDB Chairman, on the MCWDB budget and what is happening in the workforce space. Comments were also added on the work of the Audit Committee.
- **MCWDB Budget** – A budget was submitted to the BOS for review that includes full time WDB staff including, a designated youth staff member. Chair Cole shared additional comments on different models across the country in relation to WDB staff and their full-time duties.

A question was raised on when the board/committee will have the opportunity to review the job description for the youth staff member. Chair Cole informed staff is working on gathering additional information requested and will most likely be shared during an upcoming Full Board meeting.

- **Other Youth Committee Chair activity updates** – Chair Cole informed on efforts towards collective impact, minimizing silos and creating understanding about youth related activities in the County. Chair Cole shared information on events occurring during the month and proclamations, including black history month, a Phoenix College event, CTE, Arizona Adult Literacy week, National Entrepreneurship week and National Insurance Career month. Chair Cole informed the board is exploring how to highlight and potentially sponsor events/proclamations occurring.

Discussion was held on additional events including the Arizona Sci-tech festival occurring in February and March. In addition, Chair Cole informed on reaching out to cities/towns (Surprise, Peoria, Tempe and El Mirage) to find out activity/events/programs around youth and informed on those. Discussion was held on how to divide the cities for awareness.

Youth Services Solicitation Update and Research

Chair Cole shared a brief update including on evaluating options for procurement; a better indication of a timeline should be available at the end of the month. Best practice research is currently being conducted and WDB staff will begin to develop the rfp's.

Youth Committee Membership

Chair Cole informed on previous action and current activity on recruitment. Committee member, Susan Morris is leading and developing a rubric to rate applications based on the multiple applications received. Susan Morris noted application were all very high quality and gave a brief summary on how the rubric was developed, how the written applications would be evaluated and then a possible phase 2 for interviews. Chair Cole informed she has been fielding questions on the board and youth committee structure.

Chair Cole further informed on the resignation of Jessica Larsen. Discussion was held on how to fill the position including, considering adding a youth from one of the municipalities youth councils. During the discussion, a request was made to add an agenda item next month to have the youth on the committee present their experience through the system good, bad, ugly; the same request was made of employers on the committee to share challenges/opportunities.

Youth Committee Member Assignments to Workgroups

Chair, Cole touched on the MCWDB workgroups. She confirmed assignments with those committee members already on workgroups and asked new committee members which workgroups they wish to participate in. Assignments made include: (1) Marketing – Susan Morris, David Drennon, Traci Ayre, (2) Quality Workforce – Shawn Hutchinson, (3) Regionalism and Sustainability – Chair Cole, Felix Moran; and (3) Performance Excellence – Pedro Huerta. Discussion held on the work of the workgroups as well as their schedule.

General Announcements & Action Item review resulting from meeting

Chair Cole reminded committee members this was an opportunity to share general announcements and upcoming events. Event announcements included:

- Opportunities for youth hosting an open mic night at 7th avenue and Camelback.
- February 25th Tempe event, Chair Cole to reach out to Adrian to obtain more information.

Call to the Public

Chair, Cole called for public comment. An announcement was made on a College and Fafsa fair at Desert Sky mall on 2/19 from 3:00 – 6:00 p.m.

Adjourn

Chair, Cole adjourned the meeting at 11:09 a.m.

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