

Minutes of the Maricopa County Workforce Development Board Youth Committee Meeting

Wednesday, May 13, 2020 at 9:30 a.m.

REMOTE MEETING

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 (Ph.), Felix Moran (Ph.) Pedro Huerta (Ph.), Shawn Hutchinson (Ph.), Susan Morris (Ph.), Traci Ayre (Ph.)

Members Absent: David Drennon, Jessica Larsen

Call to Order

Youth Committee Chair, Elizabeth Cole, called the Youth Committee meeting to order at 9:35 a.m.

Roll Call

WDB Liaison, Nancy Avina took roll. Quorum was present.

Welcome and Introductions

Chair, Cole welcomed attendees and committee members to the Youth Committee meeting and acknowledged members of the public present. Chair Cole proceeded to provide various open meeting law reminders.

Chair Remarks – None given.

Consent Agenda-Action – Chair, Cole asked for a motion to approve the consent agenda. Committee member, Mr. Shawn Hutchinson noted a discrepancy on the April 27, 2020 - Special Meeting minutes with regards to the vote recorded under the item of Presentation, Discussion and Possible Action: FY20 Budget Increase Proposal*. A motion was made by Mr. Hutchinson to remove the special meeting minutes from the consent agenda for discussion. Traci Ayre seconded the motion. In favor: Elizabeth E. Cole (Ph.), Felix Moran (Ph.) Pedro Huerta (Ph.), Shawn Hutchinson (Ph.), Susan Morris (Ph.), Traci Ayre (Ph.); Opposed: None. The motion carried. WDB Staff obtained clarification on the discrepancy and correction needed and indicated would make appropriate corrections and resend corrected meeting minutes.

Mr. Hutchinson made a motion to approve the consent agenda including the special meeting minutes with the amendment to the ayes and nays as discussed. Traci Ayre seconded the motion. In favor: Elizabeth E. Cole (Ph.), Felix Moran (Ph.) Pedro Huerta (Ph.), Shawn Hutchinson (Ph.), Susan Morris (Ph.), Traci Ayre (Ph.); Opposed: None. The motion carried.

Executive Director Report – Chair Cole provided brief remarks thanking staff for their diligent work.

Executive Director, Patricia Wallace provided a report on overall WDB staff activity, including on:

- Strategic planning workgroups continue to be on hold due to priority items,
- Progress of board recertification of 2018 as well as upcoming Fall 2020 board recertification,
- Updating of the 2020-2023 local plan and the need for a robust youth strategy,
- One Stop Operator renewal and new RFP for a One Stop Operator in 2021,
- WDB Chairman and BOS conversations on 2021 Budget, and
- Waivers discussions at State levels and input needed from the youth committee.

A clarification question was asked on the re-certification deadline indicated by the State performance excellence committee of August 1st; Ms. Wallace confirmed August 1st was the current deadline. Comments were provided by Chair Cole on Ms. Wallace's updates. Mr. Hutchinson further inquired on concerns for career service provider expiration of shared governance agreement and the continuation of services being disrupted due to lack of a contract. Ms. Wallace addressed Mr. Hutchinson's questions and informed the Chairman of the Board is working through ensuring continuity of services and active conversations are

occurring to ensure the continuation and availability of services to the community. Ms. Cole provided additional remarks on the matter as well as, on her appreciation of WDB staff.

Youth Committee Membership Update, Discussion and Action

Committee Member, Susan Morris briefly touched upon vacancies on the Youth Committee as well as on the resignations on the agenda, brief discussion held. Chair Cole, recognized David Drennon for his participation on the Full Board and youth committee.

Vote to accept the resignations of David Drennon and Jessica Larsen

Chair Cole asked for a motion to accept the resignations for Jessica Larsen and David Drennon. Susan Morris made a motion to accept the resignations for David Drennon and Jessica Larsen. Pedro Huerta seconded the motion. In favor: Elizabeth E. Cole (Ph.), Felix Moran (Ph.) Pedro Huerta (Ph.), Shawn Hutchinson (Ph.), Susan Morris (Ph.), Traci Ayre (Ph.); Opposed: None. The motion carried.

Ms. Morris proceeded to provide an update on the 5 youth committee applications received and the review of those via a rubric created, at the request of Chair Cole; the scoring methodology was shared. Discussion was held on next steps and whether to create a sub-committee or ask additional youth committee members to individually review. Ms. Morris asked WDB staff to go with the latter recommendation of asking a few youth committee members to review applications individually and bring those back to the youth committee for high-level discussion, review and selection. Chair Cole asked for clarification around Quorum; Board Liaison, Ms. Avina provided information on different opinions regarding Quorum. Chair Cole requested and recommended staff seek further guidance on quorum. The committee further discussed how to proceed and agreed to follow the review of the Adult Education Applications process and review applications individually. Chair Cole and Committee member, Traci Ayre volunteered to assist in the review, WDB staff to facilitate the review process. Chair Cole thanked Ms. Morris for leading the effort.

Service Provider Update on Youth Services

Youth Workforce Program Manager, Tina Luke provided a youth program update on youth outreach – target population and leveraging existing relationships, current and new youth outreach, as well as caseload updates, including COVID-19 impacts on youth. Ms. Luke further addressed potential needs for waivers and identified 2 potential waiver needs, (1) 20% WEX Expenditure, may be \$60,000 short of meeting the target and (2) n extension of in-school youth ITA vouchers waiver that goes through June 30th.

Business Services Team Supervisor, Kevin Dumcum provided an update on Business Services and COVID-19, Employers hiring (data from Talent Neuron), Employer referral and outreach, and presented a call to action in reaching out to Business Services for assistance.

Committee members shared thoughts on challenging to create a direct referral process and create direct relationships with recruiters to create a front of the line process for job-ready youth. Additional questions were asked regarding a Virtual Job Fair in June as well as, on current mental health providers. Questions addressed. Extensive discussion held on various topics including on technology, WEX's, and the importance of waivers.

Chair Cole requested additional updates at the next youth committee meeting from the Career Services provider including:

- How direct referral links are progressing and better promoting youth candidates that are ready for employment,
- Updates from the Fiscal Agent based on COVID-19 on the additional funding that was approved to the Career Service provider,
- An update on the hiring process for the 5 case managers as well as, data/numbers on caseload sizes
- An update on technology needs and how to potentially address those needs (i.e. purchasing technology),
- Obtaining an update from the state on waivers and keep track of current waivers, including who initiated those,

- Update on where the youth are going for training, current status and where the requests are coming in,
- Update on job placements and what kind of jobs Youth are getting,
- WDB staff to research/obtain information on foster youth and access to computers, including the buying/purchasing of computers for youth and/or obtaining waivers for computer use,
- Monthly updates from Business Services from the youth perspective,
- How the unemployment insurance process looks for youth and how they are referred from DES to Title-IB for services
- An update from the sub-contracted career services providers on outreach/recruitment is going and has changed, how they are working with their Employers and potential needs.

At the request of Chair Cole, WDB Liaison Nancy Avina provided a high-level summary of updates/action items requested. Chair Cole added comments on the need for data and continue with a team approach. Chair Cole, asked WDB staff to ensure that time sensitive items, including the waivers and continuity of services discussion be shared with the Chairman of the board.

Call to the Public - Chair, Cole called for public comment. Board Liaison, Ms. Avina acknowledged the comment from Reeta Davis, at CPLC informing CPLC is actively enrolling youth; an application can be found online.

Adjourn Meeting-Action - Chair, Cole asked for a motion to adjourn the Youth Committee meeting at 11:18 a.m. Susan Morris made a motion to adjourn. Traci Ayre seconded the motion. In favor: Elizabeth E. Cole (Ph.), Felix Moran (Ph.) Pedro Huerta (Ph.), Shawn Hutchinson (Ph.), Susan Morris (Ph.), Traci Ayre (Ph.); Opposed: None. The motion carried; the meeting adjourned at 11:18 a.m.

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