

Minutes of the Maricopa County Workforce Development Board Youth Committee Meeting

Wednesday, November 13, 2019 - 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 (ph.), Shawn Hutchinson (ph.), Susan Morris

Members Absent: None

Call to Order/Welcome/Introductions

Youth Committee Chair, Elizabeth Cole, called the Youth Committee meeting to order at 9:33 a.m.

- **Chair Remarks** – Ms. Cole provided brief remarks and thanked everyone for attending the now monthly youth committee meetings. Ms. Cole shared a brief summary of learnings from the Aspen Youth Forum including around Entrepreneurship and Apprenticeships as well as a summary of the Private School Association Expo. Additionally, Ms. Cole shared on her activity in meeting with youth providers and other stakeholders in the youth space.

- **Roll Call** – WDB Liaison, Nancy Avina took roll, quorum was present. Introductions held.

Approval of Previous Meeting Minutes – October 16, 2019

Youth Committee Chair, Ms. Cole, asked for a motion to approve the previous meeting minutes. Susan Morris made a motion. David Drennon seconded the motion. All present were in favor; motion carried.

Youth Committee Chair Report

- **Committee/Workgroup Updates** – Brief Committee and Workgroup updates were provided.
 - o **Marketing Workgroup** – Ms. Morris informed Marketing Workgroup is currently on hold. Ms. Cole commented on branding from a youth perspective. Ms. Cole expressed interest in adding youth success stories going forward on the agenda. Ms. Cole requested Tina Luke assist in obtaining those from providers.
 - o **Executive Committee/Full Board** – Ms. Cole shared a brief update on the Executive Committee and the Full Board informing of reinstatement of the technology solutions committee. Ms. Cole gave an overview of the technology solutions committee and work done to date including around the development of a prototype and a system for referrals. Discussion held on the vision and purpose of the technology initiative.
 - o **Audit Workgroup** – Executive Director, Patricia Wallace provided an overview and update on the Audit Workgroup. The workgroup finalized various compliance documents during the last meeting and were sent to the State for review. The State has preliminarily cleared the documents. The committee will now be moving on to the next slate of documents, necessary for compliance.
 - o **Quality Workforce Workgroup** – Ms. Wallace informed on Quality Workforce work from an in-demand sectors perspective. Ms. Wallace touched upon target occupations selection (N=82), career pathways, funding limits shift to tiered approach (\$3,000, \$5,000 and \$7,000) and survey approach. Policies will be following.
 - o **Performance Excellence Workgroup** – Ms. Wallace briefly informed Performance Excellence workgroup is also currently on hold.
- **Youth Program Budget** – Executive Director, Patricia Wallace informed Fiscal Agent was unavailable to provide an update. Ms. Cole expressed need for an update from the Fiscal Agent. Staff will follow up.
- **Other Updates** – Ms. Cole shared information on additional WIOA set aside funding (\$500,000) for title II received from the Governor, to help reduce Adult Education waiting lists for services.

Additional federal funding was given to the top 8 providers in Arizona; 3 within Maricopa County: Rio Salado (\$180,000), Literacy Volunteers (\$45,000) and Queen Creek Unified School District (\$20,000). Finding is a one-time infusion. Additional details and background provided.

Executive Director Report

Executive Director, Ms. Wallace shared various updates including on One Stop Operator workgroup activity, meetings with City of Phoenix Board staff, other stakeholders, and the career service provider. Additionally, Ms. Wallace provided a summary on NAWB CEO, Ron Painter visit to Tucson, AZ and key takeaways. Brief discussion held.

***Youth Committee Membership Review and possible action on Candidates**

The Youth Committee reviewed youth committee candidate applications; brief discussion was held on candidates and next steps.

David Drennon made a motion to add both candidates presented to the Youth Committee. Shawn Hutchinson seconded the motion. Discussion held on other potential candidates.

All were in favor of the motion. Motion Carried.

ACYR Contract Termination Impact Status Update

An update was requested from Youth Workforce Program Manager, Tina Luke on impact of ACYR contract termination. Ms. Luke provided an update and informed approximately 450 retention files will be re-distributed to the 3 other providers. Providers are currently going through necessary credentialing and training to take the files. WDD Title 1-B staff currently taking care of follow up. Clarifying discussion held.

Review and Finalize the Youth Committee Action Plan

Brief review of work done to date and review of action plan. The Committee discussed and determined a special working session should take place in December, once the additional committee members come on board, and also to include youth stakeholders to participate in the completion of the action plan. Next steps discussed. The committee additionally discussed December meeting reschedule to Friday, 12/13. WDB staff will follow up regarding meeting reschedule. Staff will be sending additional strategic planning documents in preparation for the meeting. Additional discussion held.

Next Steps/Action Items

- **Open Meeting Law Training (12/18)** – Ms. Cole and WDB staff shared information on open meeting law training occurring in December. Staff will send out the meeting invitation.

Call to the Public

Ms. Cole called for public comment. CPLC Director of Workforce Solutions, Victor Contreras informed of upcoming training hosted by CPLC on Certified Trauma Support Specialist Training on December 18 and 19. There are 10 spots available to the public. Anyone interested let Mr. Contreras know. A flyer will be sent. Comments added by Ms. Cole.

Adjourn

Chair, Ms. Cole adjourned the meeting at 11:04 a.m.

**For More Information Contact Nancy Avina, Board Liaison, avinan@mail.maricopa.gov*