

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.), Felix Moran, Shawn Hutchinson, Susan Morris, Traci Ayre (ph.)

Members Absent: N/A

Call to Order/Welcome/Introductions

Youth Committee Chair, Elizabeth Cole, called the Youth Committee meeting to order at 1:04 p.m. and held introductions.

- **Chair Remarks** – Chair, Cole gave a brief welcome and informed on the purpose of the meeting and her interest in public participation during the youth committee action plan development. Brief highlights and learnings were provided on the NAWDP conference attended by Chair, Cole and Committee Member, Susan Morris.

- **Roll Call** – WDB Liaison, Nancy Avina took roll. Quorum was present.

***Approval of Previous Meeting Minutes – November 13, 2019**

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

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

Chair, Cole shared a brief summary on membership activity and informed on two (2) additional Youth Committee applicants. Information was shared on current seats on the committee and need to ideally keep membership at an odd number for quorum. Proposal was made to motion, to raise the membership seats available from 7 to 9 and fill the last seat with a municipality. Discussion was held on membership cap and committee candidates. Committee agreed to increase seats from 7 to 9; charter will need to be adjusted.

Shawn Hutchinson made a motion to modify the youth committee charter to replace 7 with 9 members. Chair, Cole restated the motion and asked for a second. Susan Morris seconded the motion. All were in favor, including Committee member, David Drennon on the phone; the motion carried.

The committee discussed recruitment of the 9th committee member and the interest from the municipalities.

The committee discussed the potential to recruit the 9th member and consider all applications under one (1) motion. WDB staff asked the committee to consider the timeline with the holidays approaching. The recruitment strategy was discussed.

Chair, Cole asked for a motion to approve the applications of Pedro Huerta and Jessica Larsen. Shawn Hutchinson made a motion to appoint Pedro and Jessica to the youth committee. Susan Morris seconded the motion. All were in favor, including Committee member, David Drennon on the phone; the motion carried.

WDB staff will follow up with the new committee members to onboard. Chair, Cole expressed interest in having youth committee members look at the State plan revisions from a youth perspective to identify any potential gaps.

Working Session: Finalize the Youth Committee Action Plan

Chair, Cole provided brief leading comments and reminded the public they can provide feedback/comment during the working session on the action plan. Additional comments were added by committee member, Susan Morris on metrics and connection to learnings from the NAWDP conference.

Management Analyst, Isabel Creasman facilitated the working session to finalize the Youth Committee action plan and reviewed responsibilities listed to date on the plan. The Committee and stakeholders extensively discussed new ideas and revisions to the action plan responsibilities, actions, timelines and metrics. Refer to action plan attached for revisions. Next steps were discussed.

Action Items & Announcements

- **Open Meeting Law Training (12/18)** – Chair, Cole reminded everyone on open meeting law training occurring on Wednesday’s Full Board meeting. Let WDB staff know if you have not received an invitation to the meeting.

Call to the Public

Chair, Cole called for public comment.

Adjourn

Chair, Cole adjourned the meeting at 2:59 p.m.

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

KEY RESPONSIBILITIES

The Committee is responsible for providing oversight and policy guidance for the local area's youth program under WIOA, in partnership with the Maricopa County Board of Supervisors and the MCWDB. The Committee shall develop and maintain an annual working action plan of goals, strategies, actions, timelines and metrics to guide the scope and focus of the Committee. The action plan shall cover the following responsibilities:

Strategic Direction

1. Develop strategies to develop a skilled youth workforce to support the needs of businesses and industries in the local area:
 - a) Research best practices and develop strategies with corresponding solutions to address youth challenges and ensure youth are ready for the workforce.
 - b) Research best practices and develop strategies with corresponding solutions to connect youth to education and training opportunities that lead to employment and sustainable wages.
2. Research best practices and develop strategies that lead to better outcomes for youth in the region.
3. Develop content for the sections of the Maricopa County Local Plan related to youth services, in coordination with the MCWDB.
4. Assist in conducting economic and labor market analysis that describes the local area's economic conditions, identifying the critical needs of businesses and industries, and implement strategies to address the economic challenges facing youth.
5. Serve as the standing committee to the MCWDB for youth advocacy and establishing youth funding priorities.

Coordination & Collaboration with Local Service Providers

1. Develop relationships with education providers, training providers, labor, and other youth service providers to encourage coordination and collaboration of services that prepare youth for the workforce.
2. Ensure connections (e.g., referrals) and access to local area organizations and services (human services, vocation rehabilitation services, corrections/juvenile justice, transportation services, etc.) that provide youth related services.
3. Ensure collaboration to maximize and leverage resources with government agencies, community/youth organizations and businesses that can assist youth to become highly marketable in the workforce.
4. Ensure the collaboration and coordination of services with educational agencies (such as secondary, post-secondary, advanced training and Adult Literacy Education Programs) for youth to complete their secondary diploma and/or advance to higher education or obtained other recognized credentials.

Employer & Community Engagement

1. Develop relationships with in-demand industry sector businesses to communicate the work of the MCWDB and determine how the MCWDB can best serve the needs of these employers.
2. Represent the MCWDB by communicating youth workforce issues, activities, and needs through outreach and communication in the community.

Program Design, Guidance & Oversight

1. Engage in-demand industry employers and other community stakeholders to identify the workforce needs of the youth services system.
2. Provide expertise and direction to assist MCWDB staff in the development of youth workforce development policies and procedures to guide program design and delivery that effectively address workforce needs.
3. Ensure that the youth program provides services that align with the MCWDB's strategic direction, vision and goals.
4. Provide directives and assist MCWDB staff with the ongoing oversight, management, and coordination of youth service providers.
5. In coordination with the MCWDB Workgroups, regularly review the performance and effectiveness of current youth service providers to ensure providers meet quarterly federal performance accountability standards.
6. Identify and recommend eligible youth service providers to be awarded grants or contracts on a competitive basis to carry out youth activities.
7. Ensure that youth service providers prepare youth to meet the needs of businesses in in-demand industries and occupations.

Monitoring

1. Develop criteria for evaluation and monitoring of the Youth Committee's performance on an annual basis and the outcomes confirmed by the MCWDB.
2. Review annual action plan progress.
3. Review this charter periodically and recommend any proposed changes to the MCWDB for review and approval.

Youth Committee Action Plan

<u>Responsibility</u>	<u>Actions/Steps</u>	<u>Completion Date</u>	<u>What does success look like?</u> <u>Metrics/Measures</u>
<p>1. Identify community partners in the Youth space in Maricopa County and review/research already conducted landscape analysis.</p> <p>2. Identify the customer: (i.e., Who are the youth that we want to target?) How will we decide how they are targeted?</p> <p>What are the special populations? (<i>Are there particular barriers or age groups/brackets that the youth committee wants to focus on?</i>)</p> <p>Where are they located?— where should we focus our outreach efforts?</p>	<p>1.1. Review and prioritize youth community partners to reach out to.</p> <p>1.1.1. OFY members</p> <p>1.1.2. OFY Leadership Council Members</p> <p>1.1.3. OFY list of youth service providers/ meet with OFY leadership</p> <p>1.1.4. Connect with cities/municipalities/parks and recs to determine what programs are avail.</p> <p>1.2 Identify those critical partners</p> <p>1.3. Use the Measure of America survey to determine pockets of youth in need</p> <p>2.1 Determine target populations to focus outreach and service provision efforts, including the African American population (seeing increases in this demo.)</p>		<p>1.1 Understanding of what is already out there, identified common goals, how we support each other, understanding of services/needs, collaboration, and leveraging resources.</p>

<u>Responsibility</u>	<u>Actions/Steps</u>	<u>Completion Date</u>	<u>What does success look like?</u> <u>Metrics/Measures</u>
<p>2. Develop relationships with in-demand industry sector businesses to communicate the work of the MCWDB and determine how the MCWDB can best serve the needs of these employers.</p> <p>2.1.1 develop career pathways and training requirements with employers in target sectors (to ensure individuals are prepared for employment)</p>	<p>2.1 Delegate to Marketing Workgroup.</p> <p>2.2 Ensure youth are represented across all Workgroups and clearly define youth population.</p> <p>2.3 Determine which MCWDB members would be able to join the Youth Committee or participate as guests.</p>		<p>2.1 Having in demand industry sector businesses on board and utilizing services.</p>

<u>Responsibility</u>	<u>Actions/Steps</u>	<u>Completion Date</u>	<u>What does success look like?</u> <u>Metrics/Measures</u>
<p>3. Identify and develop relationships with education providers, training providers, labor, and other youth service providers to encourage coordination and collaboration of services that prepare youth for the workforce.</p>	<p>3.1. Review and prioritize education providers, training providers, labor, and other youth service providers broader industry sectors to see what is feasible</p> <p>3.2 Research and identify standardized curriculum</p> <p>3.3 Coordinate to Quality Workforce Workgroup</p> <p>3.4 coordinate with the marketing workgroup to develop an awareness campaign</p>		

<u>Responsibility</u>	<u>Actions/Steps</u>	<u>Completion Date</u>	<u>What does success look like?</u> <u>Metrics/Measures</u>
4. Ensure that the youth program provides services that align with the MCWDB's strategic direction, vision and goals.	4.1		
5. Develop content for the sections of the Maricopa County Local Plan related to youth services, in coordination with the MCWDB.	5.1		

<u>Responsibility</u>	<u>Actions/Steps</u>	<u>Completion Date</u>	<u>What does success look like?</u> <u>Metrics/Measures</u>
<p>6. Research best practices and develop strategies that lead to better outcomes for youth in the region. (infuse into other responsibilities – Local and nationally)</p>	<p>6.1 Create a Professional Development Plan for service providers (<i>one stop system; developed by OSO; quarterly?</i>)</p> <p>6.1.1 ensure that youth service providers understand opportunities, as well as the in-demand occupations in the target sectors (<i>partner with colleges to understand what occupations will be in demand in future; ensure that youth are trained for those occupations</i>)</p> <p>6.2 Determine the youth-friendly practices/approach, processes, and policies to implement in the local area. (<i>Communication</i>)</p> <p>6.2.1 simplify & speed-up the process for youth (adopt a step-by-step approach that the youth can understand; change the language/make things simple & straight forward; give individuals the end goal up front and the way to get there)</p> <p>6.2.2 expose youth to the target sectors and in-demand occupations aligned with those sectors</p> <p>6.2.3 how does the system determine an individual’s career readiness?</p>		

	<p>6.3 help youth better identify their interests/aptitude (e.g., passion) <i>pre-program prior to enrollment in WIOA?</i></p> <p>6.4 Gather feedback from youth to determine what's working well & what can be improved</p> <p>6.4.1 Utilize survey feedback from current survey distributed by Title I-B</p> <p>6.4.2 Y.C. member(s) to join workgroup who will develop the workforce system survey</p>		
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<u>Responsibility</u>	<u>Actions/Steps</u>	<u>Completion Date</u>	<u>What does success look like? <u>Metrics/Measures</u></u>
<p>7. In coordination with the MCWDB Workgroups, regularly review the performance and effectiveness of current youth service providers to ensure providers meet quarterly federal performance accountability standards.</p> <p>8. Ensure that youth service providers prepare youth to meet the needs of businesses in in-demand industries and occupations.</p> <p>8.a. Ensure that we provide youth with the wrap-around supports necessary to succeed</p>	<p>7.1. Review current WIOA Youth performance metrics.</p> <p>7.2 Vendor presentations and information session based on elements, hold meetings at vendor locations.</p> <p>7.3 Collect and Evaluate Service performance on a quarterly basis.</p> <p>7.4 Coordinate with Performance Excellence workgroup.</p> <p>7.5 Develop Tool to monitor vendors.</p> <p>7.6 Monitor performance.</p> <p>8.1</p>	<p>7.1 August 2019</p> <p>7.2 October 2019 - December 2020</p> <p>7.3 Ongoing Quarterly</p> <p>7.4 October 2019 – December 2020</p> <p>7.5 December 2019</p> <p>7.6 Quarterly in 2019-2020</p> <p>8.1</p>	