

Minutes of the Maricopa County Workforce Development Board Youth Committee Meeting

Wednesday, July 10, 2019 - 9:00 a.m.

WDB Staff Suite – 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: David Drennon, Elizabeth “E” Cole, Shawn Hutchinson, Susan Morris

Members Absent: n/a

Call to Order

Welcome and Chairman Remarks

Youth Committee Chairman, Shawn Hutchinson, called the Youth Committee meeting to order at 9:01 am.

Roll Call

WDB Liaison, Nancy Avina took roll, quorum was present. Introductions held.

Approval of Previous Meeting Minutes – April 10, 2019

Chairman, Hutchinson, asked for a motion to approve the previous meeting minutes. David Drennon made a motion. Motion seconded by Susan Morris. All present were in favor; motion carried.

Chairman Report

Chairman Hutchinson, informed on the purpose of the meeting to work on the committees’ strategies, actions, timelines and metrics.

Executive Director Report

Executive Director, Patricia Wallace reminded the committee about the all-day strategic planning August convening. Ms. Wallace reminded the committee of its role and charge. An update was also provided on meetings with City of Phoenix board staff for cross collaboration.

2019-2020 Meeting Schedule

Chairman Hutchinson, shared conflicts with August youth committee meeting with the committee. WDB Liaison, Nancy Avina informed on 2019-2020 meeting schedule and need to evaluate if meeting date still worked for the youth committee membership. Ms. Avina also shared proposed updates to the Executive Committee and Full Board meetings. Brief discussion held, committee agreed 2nd Wednesday’s of the month still work. The committee discussed meeting times, the committee agreed to slightly adjust meetings times to 9:30a.m. Ms. Avina informed on rescheduling of meetings where there is conflict.

Membership Review

WDB Liaison, Nancy Avina informed on current youth committee membership status and vacancy. Shawn Hutchinson and Susan Morris to work on membership criteria. The committee discussed benefits of adding a youth to the committee.

Youth Committee Charter Strategies, Actions, Timelines and Metrics

Executive Director, Patricia Wallace reviewed the 7 goals of the youth committee listed under their charter. An extensive discussion was held on the youth committees’ strategies, actions, timelines and metrics. Revisions were made to the action plan based on discussion held. Discussion included working with the MCWDB workgroups to carry the work of the youth committee forward and avoid duplication, including having a member of the youth committee on each of the workgroups. The committee discussed strategies, actions and timelines around conducting a landscape analysis, reviewing and prioritizing education and

training providers, labor, other youth service providers, and broader industry sectors to see what is feasible and, evaluating current performance measures and vendor performance.

WDB staff informed on next steps in finalizing revisions, sending out the action plan for further committee input and feedback; and reviewing final document during the next youth committee meeting.

Next Steps/Action Items

The committee discussed rescheduling the next youth committee meeting from Wednesday, August 14 to **Tuesday, August 13 from 1:00pm to 2:30pm**. WDB Liaison, Nancy Avina will send meeting invitations on Outlook.

Call to the Public

None noted.

Adjourn

Chairman Hutchinson adjourned the meeting at 11:28 a.m.

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