**Phoenix Business and Workforce Development Board**

**Advancing Youth Workforce Committee Meeting Minutes**

**May 28, 2019**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee was held on May 28, 2019 located at the Phoenix Business and Workforce Development Center, 302 N. 1st Avenue, 6th Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Daniel Barajas (Chair)

Bethany Woodard (Vice Chair)

Jenna Kohl

Charlie Boyce

**Committee Members via Phone:**

Fred Ingersoll

Travis Hardin

**Public Attendees:**

LaSetta Hogans (PBWDB Executive Director) Mary Alejandro

Christina Edwards (PBWDB Liaison) Mark Carr

Gina Harper Reeta Devi

Shayne Abrahams Stacy Ramirez

Action items taken are noted in **bold** print.

1. **Call to Order:**

Advancing Youth Workforce Committee (AYWC) Chair, Daniel Barajas, called the March 28, 2019 meeting to order at 8:30 a.m. Call to order and roll call was completed by Christina Edwards and quorum of six members was present.

1. **Approval of Minutes for April 23,2019 Meeting:**

AYWC Chair Daniel Barajas suggested a motion to approve. AYWC member Jenna Kohl made a **motion to approve the minutes for April 23, 2019** and AYWC Vice Chair Bethany Woodard seconded.

**Approved:** Daniel Barajas, Charlie Boyce, Fred Ingersoll and Travis Hardin

**Opposed:** None

**Motion passed unanimously**

1. **PBWDB Strategic Plan Scorecard Year Two Goals**

AYWC Chair, Daniel Barajas prefaced PBWD Liaison, Christina Edwards facilitation by stating that the current year scorecard has been out of date; there is a need for the committee to look at how to close out the current year and the committee’s desire to have a different scorecard for next fiscal year. Liaison Edwards suggested the committee focus on looking at goals 2 and 4, particularly given that goals 8 and 9 were assigned to every committee and relate specifically to staff development. She suggested assessing whether goals can be identified as completed or as goals that need to be carried into the next year’s scorecard.

PBWD Liaison, Christina Edwards read the first action item under goal 2 and posed it to AYWC for discussion. AYWC Vice Chair Bethany Woodard mentioned the Opportunities for Youth Initiative for youth refugees as an identified performance indicator. Per Human Services Department (HSD) Youth Program Manager, Mark Carr, this is an ongoing initiative. AYWC Vice Chair Bethany Woodard suggested, given the ongoing nature of the initiative, capturing a running tally of foreign born talent/disconnected youth segments that are being reached. Additionally, AYWC Chair Danial Barajas proposed the possibility of providers assisting in populating the document given that they provide direct services. The hope is for providers to be included in committee meetings as of July 1st and therefore be able to provide their feedback. Chair Barajas proceeded to invite a member of the audience from YMCA, CPLC and ACYR to join the committee table and to share anything their organization is doing that supports any of the items/goals in the scorecard. Given the ongoing efforts, it was Liaison Edwards recommendation to change action 1 under goal 2 to green. Per LaSetta Hogans, PBWDB Executive Director, the Arizona Job Connection (AJC) system can also provide a youth provider a report identifying individuals with disabilities. Reeta Devi of CPLC confirmed that AJC does not have a report to indicate if a customer is of refugee status when receiving services, however youth providers are inquiring this information during their intakes, and this information can be incorporated as part of the providers’ monthly reports.

PBWD Liaison, Christina Edwards read the 2nd action item under goal 2 and addressed the HSD Youth Program Manager, Mark Carr, as someone who is working on this action item. Program Manager Carr referenced a list provided months ago that identified ongoing trainings and initiatives that either the City or contractors have been involved with, for example: construction efforts with ADOT; advance manufacturing; dental and nursing assistance through ACYR; retail initiatives through CPLC and YMCA. Additionally, as youth are onboarding into the programs they complete a career exploration/assessment to ensure a successful outcome for participants. Given this, the AYWC agreed to change this action to green.

PBWD Liaison, Christina Edwards read the 3rd action item under goal 2. Per HSD Youth Program Manager, Mark Carr, work experience is mandated from the DOL; at least 20% of funding has to be earmarked for work experience, however current youth program contracts have earmarked 25% for work experience. YMCA Case Manager Supervisor, Stacy Ramirez shared that they have a job developer and their goal is for every participant to partake in a work experience. AYWC Vice Chair, Bethany Woodard­­­­­­­­­­­­­­­ suggested hosting quarterly informational sessions for business who might want to work with youth. Program Manager Carr, shared that currently, HSD Community & Business Liaison, Mary Alejandro, visits various employers on an individual basis throughout the valley to both learn what the employer has to offer and educate employers on what the City offers, however quarterly session can be explored. PBWDB Executive Director, LaSetta Hogans suggested coordinating this with the Business Engagement Committee given they are already putting on quarterly “Business and Bagels” events and have some existing business connections. Program Manager Carr added that a similar concept is currently being used with the Summer Youth Program in which hosting businesses participate in an information session allowing employers to provide information to the providers. Vice Chair Woodard shared the value of providing employers a platform where they can offer testimonials. PBWDB Executive Director Hogans suggested AYWC to connect with PBWD Board members Michael Hale or Jesus Love to discuss coordination between the AYWC and BEC. PBWD Liaison, Edwards posed the question if this action should be changed to green. AYWC agreed that it should be changed to green.

PBWD Liaison, Christina Edwards read the 1st action item under goal 4. Per Executive Director LaSetta Hogans and Liaison Edwards, it had been prior determined that the asset map was not necessary. However, HSD Youth Program Manager, Mark Carr shared that the OFY online services does have asset mapping capabilities, including 50 youth servicing agencies. Given this, it was the AYCW’s opinion that this was an N/A item.

PBWD Board Liaison, Christina Edwards read the 2nd action item under goal 4. AYWC Chair, Daniel Barajas pointed out the goal itself may need to be changed from “Be the Authority” to “Be a Chief Partner” as the committee moves forward into July 1st. PBWDB Executive Director LaSetta Hogans stated that this will need to be explored and require full board approval as the goals were established within the strategic plan and not just pertinent to the AYWC committee. AYWC member Charlie Boyce posed the question, given existing services, are these gaps being identified and are these gaps being addressed? Per Program Manager Mark Carr, bridging the gaps are an on ongoing effort. HSD Services Community & Business Liaison, Mary Alejandro stated that there is an upcoming Design Session with youth and providers on June 4th. AYWC member Boyce suggested that if the gaps can be identified during the Design Session, the committee can assist with the gaps. Chair Barajas recommended that all three action items under goal 4 be posed as questions during the June 4th Design Session and the feedback received can be utilized for the new year’s strategic plan. Thus, all of goal 4 will be placed on hold for now. Additionally, in reference to gaps, Program Manager Mark Carr shared that staff is currently working on putting together some questions to ask youth during the bi-weekly work readiness workshops. Vice Chair Woodard asked if some kind of information snapshot can be ready for the June 4th meeting. Program Manager Carr stated that it can be, and additionally suggested providers use the document internally as they work with the youth.

PBWD Liaison, Christina Edwards read actions 1-3 under goal 8 and stated that item 3 is being addressed by the Continuous Improvement Committee and therefore as an ongoing item should be green. Liaison Edward re-read item 2. AYWC Chair, Daniel Barajas suggested that as of July 1st this item should be written specific to committee member and providers verses board members. Liaison Edwards posed to the committee what to do with item 1. PBWDB Executive Director, LaSetta Hogans shared that this goal is on all the committees’ plan and the Continuous Improvement Committee’s intention was to ensure the board had the support and resources it needed, but it may not necessarily pertain to PBWD committee. Chair Barajas recommended that as of July 1st this goal can be more specific to the given committees rather than given to all committees, and the committee approved a N/A for this item.

For goal 9, given that the committee is doing both items 1 and 2, PBWD Liaison, Christina Edwards recommended items be green.

AYWC Chair Daniel Barajas suggested a motion to approve modifications to scorecard. AYWC member Charlie Boyce made a **motion to approve the scorecard modifications** and AYWC Vice Chair Bethany Woodard seconded.

**Approved:** Daniel Barajas, Jenna Kohl and Travis Hardin

**Opposed:** None

**Motion passed unanimously**

**4. AYWC Ad Hoc Members**

AYWC Chair Barajas shared a desire to acquire Ad Hoc committee members and thus it is important to review the Ad Hoc membership rules. Chair Barajas asked PBWD Liaison, Christina Edwards to go over them with the committee.

PBWD Liaison, Christina Edwards suggested revamping the Ad Hoc document to make it more appealing for the youth. AYWC Chair Barajas suggested incorporating a section that speaks to some kind of incentive for youth, especially since there may be youth who may not have the resources to get transportation to attend meetings. AYWC Member Charlie Boyce shared meeting several youth service providers who paid their youth in order to learn from them, through a work experience opportunity. Vice Chair Woodard remembered a discussion about creating a WEX job description for youth committee participants. Program Manager Carr shared he’s currently working on an incentive policy and mentioned the possibility of having the incentive be tied around advocacy, civic engagement and work experience; and creating those elements into the youth job description. Vice Chair Woodard asked if Ad Hoc Committee participation is being offered to youth during WEX exit interviews, by the providers. ACYR member, Shayne Abrahams shared that providing an opportunity for youth voice is done more informally and varies from provider to provider. Chair Barajas suggested that rather than developing a job description, developing a curriculum and in year one the youth employee can help develop the curriculum. Program Manager Carr suggested the job title be, “Youth Ambassador” so that it can incorporate several duties including participation in the committee. Vice Chair Woodard and ACYR representative Abrahams both shared the importance of making the work experience user friendly for the identified youth. Program Manager Carr agreed to work with all four providers to create a first draft package for the committee to consider. PBWDB Executive Director, LaSetta Hogans made a strong recommendation for the AYWC to create a workgroup within the committee to partner with the providers and staff in designing that package or job description so that it is board led. Vice Chair Woodard and Member Boyce expressed interest in participating in the work group. Chair Barajas suggested Vice Chair Woodard and Member Boyce work initially with Program Manager Carr and then subdivide the follow-up work amongst the whole committee. Liaison Edwards suggest “The Advancing Youth Workforce Committee Youth Ambassador Workgroup” for the official name of the workgroup. AYWC members agreed.

AYWC Chair Daniel Barajas suggested a motion to approve creating the Advancing Youth Workforce Committee Youth Ambassador Workgroup. AYWC member Charlie Boyce made a **motion to approve the scorecard modifications** and AYWC member Jenna Kohl seconded.

**Approved:** Daniel Barajas, Travis Hardin, and Jenna Kohl

**Opposed:** None

**Motion passed unanimously**

**5. Youth Success Story Redesign Discussion**

AYWC Chair Barajas stated that there had been some discussion about putting a standing item on the agenda for providers to bring in either a participant to the share their success story or to bring an outstanding employee; so as to not only demonstrate the value of the providers, but for the AYWC to acknowledge, recognize, and congratulate participants, employees and providers. AYWC member Boyce shared that in the past committee meetings use to be held at the providers’ locations and their participants would share their success stories. Member Boyce further shared that being in a familiar setting might make it easier for participants to share their story. ACYR Supervisor, Shayne Abrahams, shared liking the idea and being open host the AYWC meetings. Chair Barajas suggested hosting the June AYWC meeting at the same location (Business Center) with the intent that at that meeting, the hosting provider for July will be identified. He requested to have a list of all AYWC meeting dates for new year (July -Dec 31) plotted out on a calendar and have this added as an agenda item for the next AYWC meeting. This way, providers can begin to think about dates they would like to host. Participant Abrahams suggested having recognition certificates and photographs. AYWC members liked the idea. AYWC Vice Chair Woodard recalled AYWC calling this agenda item, “Spotlight”. AYWC agreed that it should include the word, “Spotlight” but agreed to give some thought to the full title of the agenda item.

**6. ARIZONA@WORK Youth Provider Upcoming Events and General**

**Updates:**

AYWC Chair Barajas invited providers to share any upcoming events or updates. Providers shared the ensuing:

* Representative Stacy Ramirez from YMCA shared an upcoming resource fair on June 27th from 12 PM to 4 at the Maryvale location, 3825 N. 67th Ave open to the whole community.
* Representative Gina Harper from ­­­JFCS shared an upcoming meeting with the Training Alliance and Fry’s to look at connecting foster care youth with Fry’s employment opportunities.
* Representative from CPLC, Reeta Devi shared that they have ongoing Bilingual Banking and Retail Customer Service training sessions.
* Representative Shayne Abrahams from ACYR referred to Program Manager Carr to speak to the Summer Rise Youth Employment Opportunity program. ACYR will be the subcontractor to provide the case management component of the program. This is a stand-alone program outside of WIOA. Participants must be between 16 and 24 years of age. Recruitment for the program was concluded on May 13th and a total of 450 individuals applied. Selected youth will be paid $11 an hour for a total of 200 hours and the program is schedule to start on June 17th, running through July 19th.
* Program Manager Carr additionally shared that the Jerome E Miller (JEM) summer program is scheduled to start in June. This is a 2-week leadership program for youth. This year HSD is collaborating with Neighborhood Services Department (NSD) to merge the JEM program with a similar program that NSD currently has. Merging the two programs will allow the JEM program to be expanded.

**7. Matters for Future Discussion:**

PBWD Liaison, Christina Edwards will be working with Kristin Ferguson to do an OFY presentation to AYWC. Additionally, during the next AYWC meeting (June) a calendar with all of the upcoming AYWC meeting dates through December will be available to determine which provider will host future AYWC meetings. If time permits providers will be scheduled all the way through June of 2019. AYWC Vice Chair Bethany Woodard shared having updates provided from the upcoming June 4th Design Session. Additionally, in a future meeting Program Manager Mark Carr will provide an update on the JEM and Summer Rise Youth programs. This presentation could be either to AYWC, to PBWDB or to both. Finally, a report or first draft from The Advancing Youth Workforce Committee Youth Ambassador Workgroup is to be provided.

**8. Call to The Public:**

AYWC Chair Daniel Barajas proceeded with a “Call to the Public”. There was no response from the public. AYWC Chair Barajas requested, given the technical difficulties with the phone the possibility of using technology like WebEx. PBWDB Executive Director LaSetta Hogans shared that staff has been exploring such options.

**9. Adjournment:**

AYWC Chair Daniel Barajas suggested a motion to Adjourn the meeting. AYWC Vice Chair Bethany Woodard made a **motion to adjourn** and AYWC member Charlie Boyce **seconded.**

**Approved:** Daniel Barajas, Travis Hardin, and Jenna Kohl

**Opposed:** None

**Motion passed unanimously**

 **The meeting adjourned at 10:15 a.m.**