**Phoenix Business and Workforce Development Board**

**Advancing Youth Workforce Committee**

**Youth Ambassador Workgroup Meeting Minutes**

**June 14, 2019**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee, Youth Ambassador Workgroup was held on June 14, 2019 located at the Phoenix Business and Workforce Development Center, 302 N. 1st Avenue, 6th Floor, Phoenix, AZ 85003.

**Committee Members Present:**

Bethany Woodard (Chair)

Charlie Boyce

Mark Carr

**Public Attendees:**

LaSetta Hogans (PBWDB Executive Director)

Christina Edwards (PBWDB Liaison)

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

1. **Call to Order:**

The Youth Ambassador Workgroup (YAW) Chair, Bethany Woodard, called the June 14, 2019 workgroup meeting to order at 1:31 p.m. Call to order and roll call was completed by Christina Edwards and quorum of three members was present.

**2. Approval of June 10, 2019 Workgroup Meeting Minutes**

**A motion to approve the June 10, 2019 Workgroup Meeting Minutes** was made by YAW member Charlie Boyce and **seconded** by YAW member Mark Carr.

**Approved:** Bethany Woodard, Charlie Boyce and Mark Carr

**Opposed:** None

**Motion passed unanimously**

**3. Finalize Ad Hoc Member Overview Document:**

The Youth Ambassador Workgroup (YAW) continued reviewing the Ad Hoc information used for the Phoenix Business and Workforce Development Board and made several changes that are applicable specifically to youth.

A youth Work Experience (WEX) is being developed for two individuals who will serve as Youth Ad Hoc Committee Members to the Advancing Youth Workforce Committee (AYWC).

Voting privileges for youth serving in an ad hoc capacity on the AYWC, who are currently enrolled in WIOA, will not be given voting rights in the AYWC. The Youth Ambassador will serve as a subject matter expert.

YAW Chair Bethany Woodard will make the final changes to the document then send it over to Christina Edwards for distribution to all the youth program providers at ARIZONA@WORK City of Phoenix. The Youth Ambassador Ad Hoc Membership Overview draft will be reviewed with the committee at the next AYWC meeting on June 25, 2019.

**A motion to approve the changes made to the Ad Hoc Member Overview** was made by YAW member Charlie Boyce and **seconded** by YAW member Mark Carr.

**Approved:** Bethany Woodard, Charlie Boyce and Mark Carr

**Opposed:** None

**Motion passed unanimously**

**4. Matters for Future Discussion:**

This is the last Youth Ambassador Workgroup meeting until further notice.

**5. Call to The Public:**

None

**6. Adjournment:**

**A motion to adjourn** was made by YAW member Charlie Boyce and **seconded** by Mark Carr.

**Approved:** Bethany Woodard, Charlie Boyce and Mark Carr

**Opposed:** None

**Motion passed unanimously**

 **The meeting adjourned at 2:44 p.m.**