**Phoenix Business and Workforce Development Board**

**Advancing Youth Workforce Committee Meeting Minutes**

**July 23, 2019 ~ 8:30 a.m.**

The meeting of the Phoenix Business and Workforce Development Board Advancing Youth Workforce Committee was held on July 23, 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)

Travis Hardin

Jenna Kohl

Charlie Boyce

Victoria Pettit

**Committee Members Absent:**

Fred Ingersoll

**Public Attendees:**

LaSetta Hogans (PBWDB Executive Director)

Christina Edwards (PBWDB Liaison) Mark Carr

Gina Harper Reeta Devi

Shayne Abrahams Tracee Spire

Dustin Panoff Kweilin Waller

Silvia Valadez Barba (AYWC Admin. Support)

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

1. **Call to Order:**

Advancing Youth Workforce Committee (AYWC) Chair, Daniel Barajas, called the July 23, 2019 meeting to order at 8:32 a.m. Roll call was completed by AYWC Admin. Support, Silvia Valadez Barba, and quorum of six members were present.

1. **Approval of AYWC June 25, 2019 Meeting Minutes:**

AYWC Chair Daniel Barajas suggested a motion to approve. AYWC member Victoria Pettit made a **motion to approve the AYWC minutes for June 25, 2019** and AYWC member Travis Hardin seconded.

**Approved:** Daniel Barajas, Bethany Woodard, Jenna Kohl and Charlie Boyce

**Opposed:** None

**Motion passed unanimously**

1. **RISE and JEM Presentation**

Youth Program Manager, Mark Carr, presented on the Jerome E. Miller (JEM) Leadership Academy summer program. The JEM Leadership Academy was a five-week summer program, with 24 youth participating and 16 volunteer mentors from departments within the City of Phoenix. For more information on JEM visit: <https://www.phoenix.gov/econdev/arizona-at-work/jem>

The RISE presentation will be given at the next AYWC meeting on August 27th.

 **4. WIOA Youth Participant Feedback**

AYWC Chair, Daniel Barajas, introduced Youth Program Manager, Mark Carr, and asked him to lead the committee through a review of the youth participant feedback. The participants providing feedback were new participants to the WIOA program, as well as participants who have been in the program for over a year.

There were four questions in the survey and those questions are listed below:

1. Why did you choose the WIOA youth program?
2. What is your overall satisfaction with the services provided from your service provider?
3. Considering all the expectations you may have had about the services, to what extent have the services met your expectations?
4. Now think of the ideal program for people in your circumstances. How well do you think the services you received compart with the ideal set of services?

The feedback obtained from the youth participants will be used to realign the committee’s goals and strategies on their scorecard for this program year.

Additionally, the youth participant and youth provider feedback will be used in identifying future survey questions and at what point during the participant life cycle to administer surveys.

**5. Youth Leadership Spotlight**

Mr. Salaiz is a WIOA participant working with Jewish Family and Children’s Services to obtain his GED and gain work experience in journalism. Mr. Salaiz shared a video he created during his work experience with Spot127 and spoke about his experiences in the WIOA youth program. Mr. Salaiz’s video can be viewed at: <https://youtu.be/3n1PPQsE0r4>

**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 following:

* JFCS- Graduation Ceremony, Friday, July 26th @ 1 p.m.

**7. PBWDB Strategic Plan Scorecard – Year Three**

This agenda item was moved to the next AYWC meeting. No action was taken on this agenda item.

**8. Matters for Future Discussion**

* Utilize youth provider and participant feedback to do a deep dive into the Scorecard for year three goals
* Review the CIC First-Time Customer survey
* Review the Committee Report sample
* Youth Ambassador Workgroup (YAW) update

**9. Call to The Public**

 None

**10. Adjournment**

AYWC Chair Daniel Barajas suggested a motion to Adjourn the meeting. AYWC member Travis Hardin made a **motion to adjourn** and AYWC member Victoria Pettit **seconded.**

**Approved:** Daniel Barajas, Bethany Woodard, Jenna Kohl and Charlie Boyce

**Opposed:** None

**Motion passed unanimously**

 **The meeting adjourned at 10:00 a.m.**