



05/05/2016

Tulsa Area Workforce Development Board  
Youth Council Minutes

8:30 a.m.	<i>Joyce McClellan, the Executive Director of Workforce Tulsa, Shelley Cadamy, called the meeting to order.</i>	
<p><b>ATTENDEES</b></p> <p><b><u>Attending Youth Council Members:</u></b> Susan Hartzler, Melinda Lucas, Joyce McClellan, Richard Palazzo, Rue Ramsey, Maryann Simpson, Shannon Turner, Geoffrey Wilbur</p> <p><b><u>Board Intern:</u></b> Keith Lewis</p> <p><b><u>Absent Members:</u></b> Kristin Carr, Sharonda Dennard, Theresa Radford, Kuma Roberts, Jordan Westbrook</p> <p><b><u>Board Staff:</u></b> Sarah Thompson, Julie Sorrels</p> <p><b><u>Guests:</u></b> Mildred Armstrong, Kyle Smith, Charlene Le, Cing Taithul</p>		
Item	Description / Discussion	Action
1.	<b><u>Introductions</u></b> took place.	<b><u>No Action Necessary</u></b>
2.	<p><b><u>Presentation:</u></b> Committee Member Spotlight: Maryann Simpson, Business &amp; Community Liaison for Tulsa Job Corps</p> <ul style="list-style-type: none"> <li>• Attending guest: Cing Taithul, Outreach and Admissions Manager for Tulsa Job Corps</li> <li>• Virtual (video shared) &amp; physical tours twice a week</li> <li>• Provided hand outs/brochures</li> </ul>	<b><u>No Action Necessary</u></b>
3.	<b><u>Reviewed &amp; Approved</u></b> the 04/07/2016 Youth Council Meeting minutes.	<p><b><u>Motion: to Approve:</u></b> Richard Palazzo</p> <p><b><u>Second:</u></b> Geoffrey Wilbur</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>
4.	<b><u>Client Success Story</u></b> of Montana Lee Medley was presented verbally by Charlene Le, Workforce Tulsa Youth Services Manager.	<b><u>No Action Necessary</u></b>
5.	<p><b><u>Youth Outreach and Activities Update</u></b> was presented by Charlene Le as a handout. The update included information about:</p> <ul style="list-style-type: none"> <li>• Pre-Employment Prep Week</li> <li>• Work Experience</li> </ul>	<b><u>No Action Necessary</u></b>

- Partnership with Tulsa Job Corps
- Summer Youth Employment Program
- Outreach
- Future Activities
  - Pre-Employment Prep Week 05/03/16-05/06/16
  - Work Experience Opportunities 05/09/16
  - Summer Youth Employment Program begins 06/13/16

Action Steps	Accountability
1. For June meeting agenda, include discussion line item regarding an early warning system to share information about students who are at risk of dropping out of school.	Julie Sorrels

Susan Hartzler mentioned the Union Public Schools Carrera Program, and she agreed to be the June 2, 2016 Committee Member Spotlight.

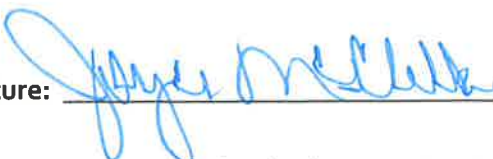
6.

**One-Stop Operator Report** was presented by Workforce Tulsa Interim Program Director, Mildred Armstrong. March 2016 Metrics were included in the meeting packet.

- Youth Contract Measures- confident all four Youth goals will be exceeded
  - Customers Receiving Intensive Services- currently at 228 (up from 220 at the time of the metrics report included in the meeting packet). The focus is on recruiting out of school Youth.
  - Hard to Serve, At Risk Youth- met or exceeding goal
  - Customers Earning a Career Readiness Certificate- met or exceeding goal
  - Work Experience Completions- currently at 48 (up from 44 at the time of the metrics report included in the meeting packet) with 3 in the pipeline and 4 more entering before the end of May who would be on schedule to complete prior to June 30, 2016.
- Youth Common Measures-
  - Placement in Employment/Education- met or exceeding 80% of the goal

**No Action Necessary**

	<ul style="list-style-type: none"> <li>○ Degree/Certificate Attainment- 4 away from hitting 80% of the goal, &amp; 7 Youth participants are set to graduate in May</li> <li>○ Literacy/numeracy Gains- 3 away from hitting 80% of the goal; The calculation of this number is based on participants who have exited the program. Strategic planning for this measure must be done very far in advance. The Service Provider has a list of over 40 participants in the pipeline for this measure, but are not confident there is anything that can currently be done to increase their literacy outside of calling them and keeping them engaged.</li> </ul>	
7.	<p><b>Chair Update:</b> Chair, Joyce McClellan, provided Summer Youth Employment Program preparation handouts:</p> <ul style="list-style-type: none"> <li>● Secured &amp; Prospective Employers</li> <li>● Work Readiness Week presentations with descriptions</li> </ul>	<b><u>No Action Necessary</u></b>
8.	<p><b>Manager of Youth Strategy Report:</b> Workforce Tulsa Manager of Youth Services, Sarah Thomson presented the report as contained in the meeting packet and addressed:</p> <ul style="list-style-type: none"> <li>● Audit</li> <li>● Policy</li> <li>● Work Experience</li> <li>● Summer Youth Employment Program- contacting Work Readiness Week presenters</li> <li>● Website/Social Media</li> </ul>	<b><u>No Action Necessary</u></b>
9.	<b><u>New Business:</u></b> None	<b><u>No Action Necessary</u></b>
10.	<b><u>Old Business:</u></b> None	<b><u>No Action Necessary</u></b>
11.	<b><u>Discussion:</u></b> Round Table: None	<b><u>No Action Necessary</u></b>
12.	<b><u>Adjourn:</u></b> The meeting was adjourned at 10:00 am.	<p><b><u>Motion to Adjourn:</u></b> Geoffrey Wilbur  <b><u>Second:</u></b> Melinda Lucas  <b><u>Vote:</u></b> Approved by Unanimous Vote</p>

Chairman Signature:  Date: 6/2/16

