

06/02/2016

Tulsa Area Workforce Development Board Youth Committee Minutes

8:30 a.m.

Joyce McClellan, Youth Committee Chair, called the meeting to order.

ATTENDEES

Attending Youth Council Members: *Stephanie Cameron, Sharonda Dennard, Susan Hartzler, Joyce McClellan, Kuma Roberts, Maryann Simpson, Shannon Turner, Geoffrey Wilbur*

Board Intern: *Keith Lewis*

Absent Members: *Josh George, Melinda Lucas, Richard Palazzo, Rue Ramsey, Theresa Radford, Jordan Westbrook*

Board Staff: *Shelley Cadamy, Nicole Hayes, Julie Sorrels*

Guests: *Kyle Smith, Tara Schiffelbein*

Item	Description / Discussion	Action				
1.	<p><u>Introductions:</u> The newest member of the Committee, Sharonda Dennard, the Volunteer Coordinator and Concierge Manager at Hillcrest Medical Center was introduced.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Action Steps</th> <th style="width: 70%;">Accountability</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1. Name Sharonda Dennard as the 5 minute Committee Member Spotlight presenter on the next Committee meeting agenda.</td> <td style="vertical-align: top;">Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Name Sharonda Dennard as the 5 minute Committee Member Spotlight presenter on the next Committee meeting agenda.	Julie Sorrels	<u>No Action Necessary</u>
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2.	<p><u>Presentation:</u> 5 minute Committee Member Spotlight took place featuring Susan Hartzler, Associate Director of Adult Education for Union Public Schools, with her guest, Tara Schiffelbein, a former English Language Learner (ELL) Curriculum Specialist who will be joining the Adult Education Department of Union Public Schools. They provided handouts and presented an overview of the Carrera Adolescent Pregnancy Prevention Program, a research based program that employs a long-term, holistic approach to empower and educate youth. Each school year, about 220 6th grade students are selected to participate, and the program serves them through high school graduation and college admission. This programs identifies youth as "at promise" rather than "at risk." The director is Daylene Bowlin.</p>	<u>No Action Necessary</u>				

3.	<p>Reviewed & Approved the 05/05/2016 Youth Council Meeting minutes.</p>	<p>Motion: to Approve: Kuma Roberts Second: Geoffrey Wilbur Vote: Approved by Unanimous Vote</p>														
4.	<p>Discussion: Early Warning System</p> <table border="1" data-bbox="224 432 1010 1766"> <thead> <tr> <th data-bbox="224 432 620 485">Action Steps</th> <th data-bbox="620 432 1010 485">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 485 620 642">2. Include this discussion as an agenda line item at the next Committee meeting for follow up.</td> <td data-bbox="620 485 1010 642">Julie Sorrels</td> </tr> <tr> <td data-bbox="224 642 620 758">3. Contact Growing Together Inc.'s Libby Tillotson.</td> <td data-bbox="620 642 1010 758">Shelley Cadamy</td> </tr> <tr> <td data-bbox="224 758 620 957">4. Contact Kathy Seibold re: her efforts toward expanding Growing Together across the district.</td> <td data-bbox="620 758 1010 957">Shelley Cadamy</td> </tr> <tr> <td data-bbox="224 957 620 1262">5. Co-ordinate with Susan Hartzler to have Union Public Schools counselors & assistant principals be educated about Workforce Tulsa and/or tour the One-Stop Center.</td> <td data-bbox="620 957 1010 1262">Sarah Thompson</td> </tr> <tr> <td data-bbox="224 1262 620 1535">6. Co-ordinate with Kuma Roberts to have Workforce Tulsa placed on the agenda for the early August Tulsa Public School Counselor's meeting.</td> <td data-bbox="620 1262 1010 1535">Sarah Thompson</td> </tr> <tr> <td data-bbox="224 1535 620 1766">7. Develop a leave behind with information about Workforce Tulsa to provide to school counselors & administrators.</td> <td data-bbox="620 1535 1010 1766">Sarah Thompson</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Include this discussion as an agenda line item at the next Committee meeting for follow up.	Julie Sorrels	3. Contact Growing Together Inc.'s Libby Tillotson.	Shelley Cadamy	4. Contact Kathy Seibold re: her efforts toward expanding Growing Together across the district.	Shelley Cadamy	5. Co-ordinate with Susan Hartzler to have Union Public Schools counselors & assistant principals be educated about Workforce Tulsa and/or tour the One-Stop Center.	Sarah Thompson	6. Co-ordinate with Kuma Roberts to have Workforce Tulsa placed on the agenda for the early August Tulsa Public School Counselor's meeting.	Sarah Thompson	7. Develop a leave behind with information about Workforce Tulsa to provide to school counselors & administrators.	Sarah Thompson	<p><u>No Action Necessary</u></p>
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5.	<p>Compliance: Workforce Tulsa Compliance and Outreach Manager, Nicole Hayes, presented the Program Year 15 Youth Monitoring Report and Service Provider Response as included in the packet.</p>	<p><u>No Action Necessary</u></p>														

<p>6.</p>	<p>Client Success Story of Jordan Kimble was presented by Workforce Tulsa Program Deputy Director, Kyle Smith.</p> <table border="1" data-bbox="240 195 1032 600"> <thead> <tr> <th data-bbox="240 195 643 247">Action Steps</th> <th data-bbox="643 195 1032 247">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 247 643 600">8. Give Jordan Kimble Joyce McClellan's phone number, so she can tell him about the Accelerating Independence Program and give him a tour of Tulsa Technology Center.</td> <td data-bbox="643 247 1032 600">Kyle Smith</td> </tr> </tbody> </table>	Action Steps	Accountability	8. Give Jordan Kimble Joyce McClellan's phone number, so she can tell him about the Accelerating Independence Program and give him a tour of Tulsa Technology Center.	Kyle Smith	<p><u>No Action Necessary</u></p>
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<p>7.</p>	<p>Youth Outreach and Activities Update was presented by Kyle Smith as contained in the packet. The update included information about:</p> <ul style="list-style-type: none"> • Activities Update • Outreach Engagement with Outcomes • Future Activities <ul style="list-style-type: none"> ○ SYEP Orientation – Pawhuska: Thursday, June 2nd 2016 ○ SYEP Orientation – Eastgate: Friday, June 3rd 2016 ○ SYEP Academic Enrichment Week – Monday, June 13th 2016 ○ SYEP Work Readiness Academy: Monday, June 20th 2016 <table border="1" data-bbox="240 1188 1032 1396"> <thead> <tr> <th data-bbox="240 1188 643 1241">Action Steps</th> <th data-bbox="643 1188 1032 1241">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1241 643 1396">9. Put Kuma Roberts on the agenda for next month to present about Virtual Job Shadow.</td> <td data-bbox="643 1241 1032 1396">Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	9. Put Kuma Roberts on the agenda for next month to present about Virtual Job Shadow.	Julie Sorrels	<p><u>No Action Necessary</u></p>
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<p>8.</p>	<p>One-Stop Operator Report was presented by Kyle Smith in the absence of Interim Program Director, Mildred Armstrong. April 2016 Metrics were included in the meeting packet.</p> <ul style="list-style-type: none"> • Youth Contract Measures- Nicole Hayes added that the service provider has met their contract measures as of Py15, Quarter 2, but the measures pulled from the State system and reported today are unaudited. <ul style="list-style-type: none"> ○ Customers Receiving Intensive Services- currently at 238 (up from 221 at the time of the metrics report included in the meeting packet); Kyle assured the committee that this goal will be met. ○ Hard to Serve, At Risk Youth- met or exceeding goal 	<p><u>No Action Necessary</u></p>				

	<ul style="list-style-type: none"> ○ Customers Earning a Career Readiness Certificate- met or exceeding goal ○ Work Experience Completions- met or exceeding goal ● Youth Common Measures- These are State measures that are met at 80% of the goal. The service provider is focused on learning how to drive these numbers. <ul style="list-style-type: none"> ○ Placement in Employment/Education- met or exceeding 80% of the goal ○ Degree/Certificate Attainment- at 75.77% of goal, 4 more are needed to meet or exceed 80% of the goal. One came out of the Sapulpa location yesterday, so that brings that number down to 3. A strategy is in place and involves going back through all the workloads to find opportunities for engagement. ○ Literacy/numeracy Gains- According to the service provider's strategic operations manager, 80% of this goal has been met or exceeded (up from the 75.89% of goal at the time of the metrics report included in the meeting packet) 					
<p>9.</p>	<p>Chair Update: Chair, Joyce McClellan, presented her update as included in the packet highlighting the fact that we will be serving 25 youth in the Summer Youth Employment Program this year as opposed to last year's numbers. Last year we began with 60 and had 53 complete. For those youth participants not served in the SYEP, alternative pathways available via our partners should be utilized (e.g. Dream it Do it & Tulsa Technology Center's Accelerating Independence program.)</p> <table border="1" data-bbox="224 1241 1013 1451"> <thead> <tr> <th data-bbox="224 1241 626 1293">Action Steps</th> <th data-bbox="626 1241 1013 1293">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 1293 626 1451">10. Email SYEP Work Readiness Academy Schedule to the Committee members.</td> <td data-bbox="626 1293 1013 1451">Sarah Thompson</td> </tr> </tbody> </table>	Action Steps	Accountability	10. Email SYEP Work Readiness Academy Schedule to the Committee members.	Sarah Thompson	<p style="text-align: center;"><u>No Action Necessary</u></p>
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<p>10.</p>	<p>Manager of Youth Strategy Report: Due to the absence of Workforce Tulsa Manager of Youth Services, Sarah Thomspson, the Workforce Tulsa Executive Director, Shelley Cadamy, presented the report as contained in the meeting packet and addressed:</p> <ul style="list-style-type: none"> ● Budget Cuts & Implication ● Youth Policies ● WEX (Work Experience) ● Summer Youth Employment Program ● Professional Development ● Website/Media 	<p style="text-align: center;"><u>No Action Necessary</u></p>				

New Business:

- Kuma Roberts is working with Stephanie Cameron TPS to do a College & Career Fair on Monday, September 12, 2016 from 9am to noon at the Reynolds Center with a 2,000 juniors and seniors expected to attend.
- Joyce McClellan provided handouts for the June 11, 2016 Tulsa Region Transportation Industry Jobs/Training Outreach including a list of Opportunities for Job Training in Contracts/Subcontracts
- Nicole Hayes reported about a collaborative effort (with over 80 area organizations) of which she is a part called the Outside Inside Collaboration for Justice Committee who is working on a Jail to Community Project. A National Association of Corrections has funded a facilitator to come in and help the committee move through Transition from Jail to Community, a nationally recognized model. The committee's next meeting is today at 1:30pm in the 10th floor conference room.

11.

Action Steps	Accountability
11. Send the flyers for the College and Career Fair to the Committee members and (or via) Board staff.	Kuma Roberts
12. Provide Kyle Smith with an electronic copy of the Tulsa Regional Transportation Industry Jobs/Training Outreach handouts.	Joyce McClellan
13. Include Maryann Simpson to facilitate a discussion as a line item on the next Committee meeting agenda about the Final Rule to Update the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and	Julie Sorrels

No Action Necessary

	Professional Employees that is set to take effect on December 1, 2016.	
12.	Old Business: None	<u>No Action Necessary</u>
13.	Discussion: Round Table: None	<u>No Action Necessary</u>
14.	Adjourn: The meeting was adjourned at 9:59 am.	<u>Motion to Adjourn:</u> Maryann Simpson <u>Second:</u> Geoffrey Wilbur <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature:  Date: 4/7/16