

WorkforceTulsa

growing talent  growing opportunity

09/01/2016

Tulsa Area Workforce Development Board Youth Committee Minutes

8:30 a.m.	Joyce McClellan, Youth Committee Chair, called the meeting to order.	
ATTENDEES		
<u>Attending Youth Council Members:</u> Jennifer Ferre, William (Scott) Ferris, Susan Hartzler, Melinda Lucas, Joyce McClellan, Richard Palazzo, Geoffrey Wilbur		
<u>Board Intern:</u> Keith Lewis		
<u>Absent Members:</u> Stephanie Cameron, Sharonda Dennard, Josh George, Rue Ramsey, Theresa Radford, Kuma Roberts, Maryann Simpson, Shannon Turner		
<u>Board Staff:</u> Sarah Thompson, Julie Sorrels		
<u>Guests:</u> Kyle Smith, Mildred Armstrong, Amber Knaack		
Item	Description / Discussion	Action
1.	<u>Introductions</u> took place.	<u>No Action Necessary</u>
2.	<u>Presentation:</u> The 5 minute Committee Member Spotlight featuring Stephanie Cameron did not take place due to her absence.	<u>No Action Necessary</u>
3.	<u>Reviewed & Approved</u> the 07/07/2016 Youth Council Meeting minutes.	<u>Motion: to Approve:</u> Geoffrey Wilbur <u>Second:</u> Melinda Lucas <u>Vote:</u> Approved by Unanimous Vote
4.	<u>Reviewed & Approved</u> the 2016 Meeting Calendar Modification to cancel the 12/01/2016 meeting.	<u>Motion: to Approve:</u> Richard Palazzo <u>Second:</u> Geoffrey Wilbur <u>Vote:</u> Approved by Unanimous Vote
5.	<u>Reviewed & Approved</u> the 2017 Meeting Calendar as presented by Workforce Tulsa Admin/Project Coordinator, Julie Sorrels, and as contained in the packet.	<u>Motion: to Approve:</u> Geoffrey Wilbur <u>Second:</u> Melinda Lucas

		<u>Vote:</u> Approved by Unanimous Vote						
6.	<u>Reviewed & Approved</u> the Grievance Policy has presented by Manager of Youth Services, Sarah Thompson, and as contained in the packet.	<u>Motion: to Approve:</u> Geoffrey Wilbur <u>Second:</u> Richard Palazzo <u>Vote:</u> Approved by Unanimous Vote						
7.	<u>Discussed</u> the Youth Services Delivery Model Outline as presented by Workforce Tulsa Intern Program Director, Mildred Armstrong, and as contained in the packet. Chair reminds the service provider staff that Accelerating Independence is a resource for the Youth participants who qualify.	<u>No Action Necessary</u>						
8.	<u>Presentation</u> of the Business Services Team Summer Youth Employment Program Employer Orientation Overview was presented by Workforce Tulsa Youth Business and Career Services Manager, Amber Knaack, as contained in the meeting packet.	<u>No Action Necessary</u>						
9.	<p><u>Discussion</u> of the Early Warning System took place.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Add a line item for discussion regarding the Early Warning System on the agenda for the October 2016 Committee meeting.</td> <td>Julie Sorrels</td> </tr> <tr> <td>2. Send printout of the 70 students 18+ years old with contact information to Sarah Thompson</td> <td>Richard Palazzo</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Add a line item for discussion regarding the Early Warning System on the agenda for the October 2016 Committee meeting.	Julie Sorrels	2. Send printout of the 70 students 18+ years old with contact information to Sarah Thompson	Richard Palazzo	<u>No Action Necessary</u>
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10.	<u>Compliance:</u> Sarah Thompson presented the Program Year 2015 Quarter 3 Contract Performance Report and reported that all issues have been cleared.	<u>No Action Necessary</u>						
11.	<u>Client Success Story</u> featuring Montana Lee Medley was presented by Workforce Tulsa Program Deputy Director, Kyle Smith.	<u>No Action Necessary</u>						

<p>12.</p>	<p>Youth Outreach and Activities Update was presented by Kyle Smith. The update included information about:</p> <ul style="list-style-type: none"> • Activities Update • Outreach Engagement • Future Activities include set monthly meetings with 5 core partners: <ul style="list-style-type: none"> ○ Tulsa Job Corps ○ Youth Services of Tulsa ○ Tulsa Dream Center ○ Youth Villages of Tulsa ○ Pheonix Rising (subject to scheduling confirmation) <table border="1" data-bbox="250 600 1011 764"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>3. Reach out to Margaret Hudson to develop prospective partnership.</td> <td>Service Provider Staff</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Reach out to Margaret Hudson to develop prospective partnership.	Service Provider Staff	<p style="text-align: center;"><u>No Action Necessary</u></p>		
Action Steps	Accountability							
3. Reach out to Margaret Hudson to develop prospective partnership.	Service Provider Staff							
<p>13.</p>	<p>One-Stop Operator Report was presented by Mildred Armstrong. July 2016 Metrics were included in the meeting packet. Mildred Armstrong reported:</p> <ul style="list-style-type: none"> • Focusing on Quality • Maximizing Work Experience Funds • Organizing Winter Youth Employment Program 	<p style="text-align: center;"><u>No Action Necessary</u></p>						
<p>14.</p>	<p>Chair Update: Chair, Joyce McClellan, asked Committee members to consider and bring to the next meeting ideas, best practices, etc. for creating a mentorship program model. Jennifer Ferre suggested that identifying the goal of the program is an important first step in creating a model.</p> <table border="1" data-bbox="250 1383 1011 1850"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>4. Bring ideas, best practices, etc. to the next meeting for creating a mentorship program model.</td> <td>Committee members</td> </tr> <tr> <td>5. Add a line item for discussion regarding a mentorship program model on the agenda for the October 2016 Committee meeting.</td> <td>Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	4. Bring ideas, best practices, etc. to the next meeting for creating a mentorship program model.	Committee members	5. Add a line item for discussion regarding a mentorship program model on the agenda for the October 2016 Committee meeting.	Julie Sorrels	<p style="text-align: center;"><u>No Action Necessary</u></p>
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5. Add a line item for discussion regarding a mentorship program model on the agenda for the October 2016 Committee meeting.	Julie Sorrels							

Manager of Youth Strategy Report was presented by Workforce Tulsa Manager of Youth Services, Sarah Thomspson, as contained in the meeting packet:

WEX

15 young adults completed their work experience. Shelley, Nicole, & I completed the on-site monitoring.

Summer Youth Employment Program Debrief

The entire youth team, Mildred, Kyle, and board staff are meeting Monday, August 29th to review this year's program: what worked, what did not work, changes to make for next year, etc.

Internships

Kyle, Amber, and I met with Stephanie Cameron, to discuss working with OK2Grow to place some of young adults in internships. The youth team will send a participants information to Stephanie as they are deemed appropriate. We are starting small with 1 or 2 participants at a time. Some of these may be paid internships and some may not be paid. These internships would count towards our WEX numbers/goal according to WIOA guidelines.

Policy

The new youth policy will be ready for the committee's review at the October meeting. We have also worked with Kyle and the youth team to establish a monthly policy/training meeting with board staff.

Website/Social Media

- I need a **bio** from the following:
Melinda Lucas
Rue Ramsey
Josh George
Sharonda Dennard
- I need a **headshot** from the following:
Rue Ramsey
MaryAnn Simpson
Josh George
- **Please follow Workforce Tulsa on social media.**
Facebook – Workforce Tulsa
Twitter - @WorkforceTulsa
Instagram – workforce_tulsa
LinkedIn – Workforce Tulsa

No Action Necessary

15.

16.	<u>New Business:</u> None	<u>No Action Necessary</u>
17.	<u>Old Business:</u> None	<u>No Action Necessary</u>
18.	<u>Discussion:</u> Round Table: None	<u>No Action Necessary</u>
19.	<u>Adjourn:</u> The meeting was adjourned at 10:04 am.	<u>Motion to Adjourn:</u> Susan Hartzler <u>Second:</u> Melinda Lucas <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature:  Date: 11/3/14

