

WorkforceTulsa

growing talent  growing opportunity

10/06/2016

Tulsa Area Workforce Development Board Youth Committee Minutes

1:00 p.m. Joyce McClellan, Youth Committee Chair, called the meeting to order.

ATTENDEES

Attending Youth Council Members: Jennifer Ferre, Melinda Lucas, Joyce McClellan, Kuma Roberts, Geoffrey Wilbur

Board Intern: Keith Lewis

Absent Members: Stephanie Cameron, Sharonda Dennard, William (Scott) Ferris, Josh George, Susan Hartzler, Richard Palazzo, Rue Ramsey, Theresa Radford, Maryann Simpson, Shannon Turner

Board Staff: Sarah Thompson, Julie Sorrels

Guests: Kyle Smith, Amber Knaack, Robbie Wheet

Item	Description / Discussion	Action				
1.	Introductions took place.	No Action Necessary				
2.	Reviewed & Approved the 09/01/16 Youth Committee Meeting Minutes.	Motion: to Approve: Geoffrey Wilbur Second: Melinda Lucas Vote: Approved by Unanimous Vote				
3.	<p>Reviewed & Approved the Youth Program Eligibility Policy presented as a handout by Workforce Tulsa Manager of Youth Services, Sarah Thompson. The handout differs from the version contained in the meeting packet in that it has updated the definition of "requires additional assistance" per State guidance.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>1. Ask the State for guidance as to if and how Workforce Tulsa can serve runaways.</td> <td>Sarah Thompson</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Ask the State for guidance as to if and how Workforce Tulsa can serve runaways.	Sarah Thompson	<p>Motion: to Approve: Melinda Lucas Second: Geoffrey Wilbur Vote: Approved by Unanimous Vote</p>
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1. Ask the State for guidance as to if and how Workforce Tulsa can serve runaways.	Sarah Thompson					

4.	<p>Reviewed & Approved the Objective Assessment and Individual Service Strategy Policy as presented by Sarah Thompson.</p> <table border="1" data-bbox="228 191 1013 594"> <thead> <tr> <th data-bbox="228 191 623 239">Action Steps</th> <th data-bbox="628 191 1013 239">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 245 623 594">2. Determine if language used within the Economic Hurdles sheet (Attachment A, page 3) is federally required language or if that language can be changed based on committee feedback.</td> <td data-bbox="628 245 1013 594">Sarah Thompson</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Determine if language used within the Economic Hurdles sheet (Attachment A, page 3) is federally required language or if that language can be changed based on committee feedback.	Sarah Thompson	<p>Motion: to Approve: Geoffrey Wilbur Second: Melinda Lucas Vote: Approved by Unanimous Vote</p>
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5.	<p>Tabled review and approval of the Youth Incentive Policy as presented by Sarah Thompson.</p> <table border="1" data-bbox="228 768 1013 978"> <thead> <tr> <th data-bbox="228 768 623 816">Action Steps</th> <th data-bbox="628 768 1013 816">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 823 623 978">3. Provide committee with a report that itemizes the bonuses that have been paid.</td> <td data-bbox="628 823 1013 978">Sarah Thompson</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Provide committee with a report that itemizes the bonuses that have been paid.	Sarah Thompson	<p>Motion: to Table: Geoffrey Wilbur Second: Jennifer Ferre Vote: Tabled by Unanimous Vote</p>
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3. Provide committee with a report that itemizes the bonuses that have been paid.	Sarah Thompson					
6.	<p>Tabled review and approval of the Youth Summer Employment Program Policy pending additional research.</p>	<p>Motion: to Table: Melinda Lucas Second: Kuma Roberts Vote: Tabled by Unanimous Vote</p>				
7.	<p>Reviewed & Approved the Program Monitoring Policy as presented by Sarah Thompson and contained in the packet.</p>	<p>Motion: to Table: Geoffrey Wilbur Second: Jennifer Ferrer Vote: Tabled by Unanimous Vote</p>				
8.	<p>Reviewed & Approved the Program Note Policy as presented by Sarah Thompson and contained in the packet.</p>	<p>Motion: to Table: Melinda Lucas Second: Kuma Roberts Vote: Tabled by Unanimous Vote</p>				
9.	<p>Discussion of Mentorship Program best practices as facilitated by the Joyce McClellan took place, and she provided a handout, "About Effective Strategies for Providing Quality Youth Mentoring in Schools and Communities Series." Collaborative mentoring was discussed.</p> <table border="1" data-bbox="228 1593 1013 1877"> <thead> <tr> <th data-bbox="228 1593 623 1642">Action Steps</th> <th data-bbox="628 1593 1013 1642">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 1648 623 1877">4. Bring a list of participants that require additional followup or help with problem solving to the committee.</td> <td data-bbox="628 1648 1013 1877">Amber Knaack</td> </tr> </tbody> </table>	Action Steps	Accountability	4. Bring a list of participants that require additional followup or help with problem solving to the committee.	Amber Knaack	<p>No Action Necessary</p>
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10.	<p>Discussion of the Early Warning System regarding actions steps as facilitated by the Chair took place, and this Discussion will stay on the committee meeting agendas.</p>	<p><u>No Action Necessary</u></p>						
11.	<p>Compliance: Sarah Thompson presented the Program Year 2015 Quarter 4 Contract Performance Report and reported that all issues have been cleared.</p>	<p><u>No Action Necessary</u></p>						
12.	<p>Client Success Story featuring Shelby Benson was presented by Workforce Tulsa Youth Business & Career Service Manager, Amber Knaack.</p>	<p><u>No Action Necessary</u></p>						
13.	<p>Youth Outreach and Activities Update was presented by Amber Knaack. The update included information about:</p> <ul style="list-style-type: none"> • Activities Update • Outreach Engagement • Future Activities <table border="1" data-bbox="228 863 1019 1310"> <thead> <tr> <th data-bbox="228 863 630 915">Action Steps</th> <th data-bbox="630 863 1019 915">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 915 630 1115">5. Add Winter Work Experience (WEX) Program discussion to the next meeting agenda</td> <td data-bbox="630 915 1019 1115">Julie Sorrels</td> </tr> <tr> <td data-bbox="228 1115 630 1310">6. Provide committee with information regarding possible participants for the Winter WEX and their career goals.</td> <td data-bbox="630 1115 1019 1310">Amber Knaack</td> </tr> </tbody> </table>	Action Steps	Accountability	5. Add Winter Work Experience (WEX) Program discussion to the next meeting agenda	Julie Sorrels	6. Provide committee with information regarding possible participants for the Winter WEX and their career goals.	Amber Knaack	<p><u>No Action Necessary</u></p>
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6. Provide committee with information regarding possible participants for the Winter WEX and their career goals.	Amber Knaack							
14.	<p>One-Stop Operator Report was presented by Workforce Tulsa Program Intern Director, Kyle Smith. August 2016 Metrics were included in the meeting packet.</p>	<p><u>No Action Necessary</u></p>						
15.	<p>Chair Update: Chair update was covered in the mentorship program best practices discussion.</p>	<p><u>No Action Necessary</u></p>						
16.	<p>Manager of Youth Strategy Report: None</p>	<p><u>No Action Necessary</u></p>						

17.	<p><u>New Business:</u></p> <table border="1"> <thead> <tr> <th data-bbox="228 191 625 239">Action Steps</th> <th data-bbox="625 191 1008 239">Accountability</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 239 625 443">7. Add Geoffrey Wilbur to the next meeting agenda for the 5 Minute Committee Member Spotlight.</td> <td data-bbox="625 239 1008 443">Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	7. Add Geoffrey Wilbur to the next meeting agenda for the 5 Minute Committee Member Spotlight.	Julie Sorrels	<u>No Action Necessary</u>
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18.	<u>Old Business:</u> None	<u>No Action Necessary</u>				
19.	<u>Discussion:</u> Round Table: None	<u>No Action Necessary</u>				
20.	<u>Adjourn:</u> The meeting was adjourned at 2:32pm	<p><u>Motion to Adjourn:</u> Geoffrey Wilbur <u>Second:</u> Jennifer Ferre <u>Vote:</u> Approved by Unanimous Vote</p>				

Chairman Signature:



Date:

11/3/16