

04/01/2014

**Tulsa Area Workforce Investment Board
Youth Council Minutes**

11:30 a.m.	Youth Council Chair, Candace Stine, called the meeting to order.	
ATTENDEES		
<p>Attending Youth Council Members: Eddie Evans, Jennifer Ferre, Kylla Leeburg, Richard Palazzo, Candace Stine Absent Members: Kuma Browne-Crisp, Ronda Casey, Melinda Lucas, Rue Ramsey, Marcus Ripp, Maryann Simpson, Melvin Taylor, Karisha Wagoner, Latif Whitsett, Geoffrey Wilbur TAWIB Staff: Sarah Thompson, Julie Sorrels Guests: Jeremy Frutchey, Sherita Moses, Nathan Allembaugh, Celeste Fritz</p>		
Item	Description / Discussion	Action
1.	Introductions: Those in attendance introduced themselves.	<u>No Action Necessary</u>
2.	The Council approved the Youth Council Minutes from the 02/04/2014 Youth Council Meeting.	<p>Motion: to Approve 02/04/2014 Youth Council Meeting Minutes: Kylla Leeburg Second: Jennifer Ferre Vote: Approved by Unanimous Vote</p>
3.	Round Table Review: Committee members gave a synopsis of the work being done of relevance to the Youth Council within the agencies they represent.	<u>No Action Necessary</u>
4.	Review & Approval of Supportive Services Policy was tabled.	<u>Action Tabled Until Next Youth Council Meeting</u>
5.	Review & Approval of Equal Opportunity Policy was tabled.	<u>Action Tabled Until Next Youth Council Meeting</u>
6.	Discussed Proposed Process for Customer Service Survey. Sarah Thompson, Manager of Youth Services for Workforce Tulsa reported that a subscription to polleverywhere.com has been purchased. This product will be utilized beginning with Quarter 2 to survey Youth customer satisfaction via text messaging. The service will be utilized until the end of Program Year 2013 and reviewed by the Youth Council. Sherita Moses, DESI Project Lead, reported that based on the guidance she received from Robyn Coeman, WIA Program Manager, Oklahoma Department of Commerce, the Tulsa Area Workforce Investment Board cannot use WIA funds to provide any incentives to Youth participants for completing the survey.	<u>No Action Necessary</u>

<p>7.</p>	<p>Discussed Proposed Summer Youth Employment Program Outline. Sarah Thompson reported that the suggestions made in the 02/04/2014 Youth Council Meeting have been implemented in the Summer Youth Employment Program as follows:</p> <ul style="list-style-type: none"> • Career Readiness Academy <ul style="list-style-type: none"> ○ Two groups of Youth participants will cycle through the same workshops/presenters. ○ June 2, 2014- June 5, 2014 ○ Union Adult Learning Center ○ Regarding busing provisions, Candace Stine and Richard Palazzo will explore possible resources. • Academics Portion <ul style="list-style-type: none"> ○ Separate from Career Readiness Academy ○ June 16, 23, & 30, 2014 (Mondays) <p>Sherita Moses stated that the Work Experience portion will take place Tuesdays through Fridays.</p> <p>Jeremy Frutchet, WIA Adult, DLW, and Youth Team Lead for DESI, reported that field trips have been scheduled for Mondays.</p> <ul style="list-style-type: none"> • June <ul style="list-style-type: none"> ○ Elevate ○ A Community Service Activity • July <ul style="list-style-type: none"> ○ A College Tour ○ A Community Service Activity ○ Leadership and Team Building Event <p>Jeremy Frutchet reported that there is still a need for recruitment of participants and employers in Osage and Pawnee Counties. Jeremy Frutchet asks that members of the Youth Council let him know if they have suggestions for additional employees within the service area. Candace Stine requested a Youth participant for summer employment at her school, and Jeremy Frutchet stated that he will send her an application.</p>	<p><u>No Action Necessary</u></p>
<p>8.</p>	<p><u>Youth Outreach and Activities Update:</u> Jeremy Frutchet, provided a Youth Recruitment, Outreach, & Partnership Activities hand out indicating where the Youth Career Managers have a regular presence and where they are visiting by invitation. Jeremy Frutchet also presented an April 2014 Youth Program Calendar.</p>	<p><u>No Action Necessary</u></p>
<p>9.</p>	<p><u>Client Success Story:</u> Nathan Allembaugh, DESI Youth Career Manager, introduced his client, Celeste Fritz, as an ideal Youth participant. She presented her own success story and conveyed an interest in becoming a member of the Youth Council.</p>	<p><u>No Action Necessary</u></p>
<p>10.</p>	<p><u>Performance:</u> A. March 2014 Contract Performance Measures: Sherita Moses reported that all contractual measures are being met with the exception of enrollments for Program Year 2013 to date:</p> <ul style="list-style-type: none"> • Adult Customers Receiving Intensive Services <ul style="list-style-type: none"> ○ Actual: 169 	<p></p>

	<ul style="list-style-type: none"> ○ Goal: 338 ● Number of Active Youth <ul style="list-style-type: none"> ○ Actual: 157 ○ Goal: 210 <p>Sherita Moses reported that efforts to meet these goals include:</p> <ul style="list-style-type: none"> ● Flexibility of Career Managers to meet with clients at various locations (e.g. libraries, schools) ● Outreach efforts to raise awareness in the community of services that Workforce Tulsa offers <p>B. March 2014 Common Measures:</p> <ul style="list-style-type: none"> ● All common measures meet or exceed goal. ● Sherita Moses pointed out that the Youth Literacy/Numeracy measure now exceeds goal. 	
11.	<p><u>Executive Directors Report:</u> Workforce Tulsa Executive Director, Shelley Cadamy Munoz, was not present to report. She was in attendance at the National Association of Workforce Boards 2014 Forum in Washington D.C.</p>	<u>No Action Necessary</u>
12.	<p><u>Chair Report:</u> None</p>	<u>No Action Necessary</u>
13.	<p><u>New Business:</u> None</p>	<u>No Action Necessary</u>
14.	<p><u>Old Business:</u> None</p>	<u>No Action Necessary</u>
15.	<p><u>Adjourn:</u> Candace Stine, adjourned the meeting at 12:05 p.m.</p>	<p><u>Motion:</u> to adjourn: Richard Palazzo</p> <p><u>Second:</u> Eddie Evans</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>

Chairman Signature: Candace Stine Date: 8/7/14

