

02/04/2014

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

11:36 a.m.	Youth Council Chair, Candace Stine, called the meeting to order.	
ATTENDEES		
<p>Attending Youth Council Members: Jennifer Ferre, Melinda Lucas, Richard Palazzo, Rue Ramsey, Marcus Ripp, Maryann Simpson, Geoffrey Wilbur, Candace Stine</p> <p>Absent Members: Kuma Browne-Crisp, Ronda Casey, Eddie Evans, Kylla Leeburg, Melvin Taylor, Karisha Wagoner, Latif Whitsett</p> <p>TAWIB Staff: Shelley Cadamy Munoz, Sarah Thompson, Julie Sorrels</p> <p>Guests: Jeremy Frutchey, Sherita Moses, Robert Franklin</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 11/05/2013 Youth Council Meeting.	<p>Motion: to Approve 11/05/2013 Youth Council Meeting Minutes: Geoffrey Wilbur</p> <p>Second: Richard Palazzo</p> <p>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>
5.	<p>Reviewed & Approved On The Job Training Policy:</p> <p>In the absence of Workforce Tulsa Compliance, Monitor, and Outreach Manager, Nicole Hayes, Executive Director for Workforce Tulsa, Shelley Cadamy Munoz, presented On The Job Training Policy, which was updated to make it more concise and "easy to follow" guidance for the Service Provider. Additionally, National Emergency Grant On-The-Job Training restrictive language was removed, because the grant was completed some time ago. The monitoring restriction of within 30 days of contract has been changed to once within contract period to lessen the burden on the employer and on staff.</p>	<p>Motion to Approve On The Job Training Policy: Marcus Ripp</p> <p>Second: Geoffrey Wilbur</p> <p>Vote: Approved by Unanimous Vote</p>
6.	<p>Reviewed & Approved Work Experience Policy:</p> <p>In the absence of, Nicole Hayes, Shelley Cadamy Munoz, presented the Work Experience Policy which was updated to clarify the consequences of participants' using illegal drugs or alcohol while participating in WIA funded training.</p>	<p>Motion to Approve Work Experience Policy: Richard Palazzo</p> <p>Second: Geoffrey Wilbur</p> <p>Vote: Approved by Unanimous Vote</p>

<p>7.</p>	<p><u>Reviewed & Approved Customer Service for Quarter 1 Incentive:</u> Shelley Cadamy Munoz, Workforce Tulsa Executive Director, explained that Nicole Hayes is responsible for acquiring customer satisfaction measures. Shelley Cadamy Munoz presented the Customer Satisfaction Tracking Tool to illustrate the lack of feedback provided by the Youth and how that compromises the measure:</p> <ul style="list-style-type: none"> • July 2013: 0 responded • August 2013: 2 responded • September 2013: 0 responded <p>The Youth Council approved a buy on the 1st Quarter Incentive. The Youth Council made suggestions for possible resolutions to this issue:</p> <ul style="list-style-type: none"> • Polleverywhere.com • Text survey • Tie survey completion to incentive if allowable through Department of Labor and Department of Commerce regulations (DESI will research.) • Conduct computerized survey on site • Raffle gift card <p>Shelley Cadamy Munoz asked that any additional ideas that the Youth Council has be sent to Sarah Thompson, Manager of Youth Services for Workforce Tulsa.</p>	<p><u>Motion</u> to Approve Customer Service for Quarter 1 Incentive: Richard Palazzo</p> <p><u>Second:</u> Geoffrey Wilbur</p> <p><u>Vote:</u> Approved by Unanimous Vote</p>
<p>8.</p>	<p><u>Monitoring:</u> The Summer Youth Employment Program Monitoring Report was presented by Shelley Cadamy Munoz and reported that:</p> <ul style="list-style-type: none"> • DESI has completed all corrective actions. • The reason there were so many observations is because the service provider transition occurred during the Summer Youth Program. 	<p><u>No Action Necessary</u></p>
<p>9.</p>	<p><u>Discussed</u> Proposed Summer Youth Employment Program Outline. Sarah Thompson lead the discussion based on a hand out of the Summer Youth Employment Program Outline that was created along with input from Youth reported career interest, TAWIB Board Member, and TAWIB Youth Council input. In regards to the Work Readiness Academy, Youth Council discussed integrating academics with the work-readiness workshops as opposed to having the skill deficient Youth on a separate path. Sarah Thompson sent out emails to Board and Youth Council members requesting contact information from Identified Employer Outreach and New Employers.</p>	<p><u>No Action Necessary</u></p>
<p>7.</p>	<p><u>Youth Outreach and Activities Update:</u> Jeremy Frutchey, WIA Adult & Youth Team Lead for DESI, and Sarah Thompson, Workforce Manager of Youth Services, report that there are Youth Career Managers who have been placed in partner locations with allowing much greater access and opportunities for existing and potential participants. Development of new partnerships include McClain High School,</p>	<p><u>No Action Necessary</u></p>

	Madonna House, Tulsa Hope Project, and Youth at Heart were discussed.	
8.	<u>Client Success Story:</u> Jeremy Frutchey presented Steven Dunn’s success story.	<u>No Action Necessary</u>
	<u>Executive Directors Report:</u> Shelley Cadamy Munoz reported: <ul style="list-style-type: none"> • Regional STEM Alliance – We are newly participating. • Road trip for Teachers - Tulsa Public Schools was cancelled. Broken Arrow Public Schools will transpire as scheduled. • Dream it. Do it. • OK 2 Grow – They coordinate college/career readiness fairs in the schools. • Margaret Hudson • Union Public Schools College Career Readiness – We recently met with them. They estimate 80 of their students would be a good fit to be Youth clients. • Available to follow up on suggested outreach opportunities with youth oriented organizations. • There is a letter to the Oklahoma Department of Commerce moving through the Board approval process requesting that the purchase of goods allowed within Supportive Service Policy guidelines be made less onerous. 	<u>No Action Necessary</u>
8.	<u>Chair Report:</u> Candace Stine reported: <ul style="list-style-type: none"> • All Youth Council members who have not submitted pictures and bios for www.workforcetulsa.com need to send them to Sarah Thompson. • Candace Stine reminded Jeremy to follow up with Realations Group Home. • Candace Stine will try to set up a meeting for outreach with the Tulsa Public School counselors. • A former Youth client died recently. • Youth Council is making a lot of progress. 	<u>No Action Necessary</u>
9.	<u>Adjourn:</u> Candace Stine, adjourned the meeting at 1:01pm a.m.	<u>Motion:</u> to adjourn: Marcus Ripp <u>Second:</u> Richard Palazzo <u>Vote:</u> Approved by Unanimous Vote
10.	<u>New Business:</u> None	<u>No Action Necessary</u>
11.	<u>Old Business:</u> None	<u>No Action Necessary</u>

Chairman Signature: Candace Stine Date: 4-1-14