

03/01/2018

Tulsa Area Workforce Development Board Youth Committee Minutes

8:30 a.m.	<i>Joyce McClellan, Youth Committee Chair, called the meeting to order.</i>					
ATTENDEES						
<u>Attending Youth Council Members:</u> Susan Hartzler, Melinda Lucas, Joyce McClellan, Richard Palazzo, Amy Spencer						
<u>Absent Members:</u> Stephanie Cameron, William (Scott) Ferris, Ted Jenkins, Margaret Coates, Josh George, Theresa Radford, Kuma Roberts, Robbie Wheet, Geoffrey Wilbur						
<u>Board Staff:</u> Cherie Stierwalt, Julie Sorrels, Shelley Cadamy						
<u>Guests:</u> Amber Knaack, Scott Obomanu, Shelby Boaz, Dominique Clarke, Joy Stokes, Derek Blackburn						
Item	Description / Discussion	Action				
1.	<u>Introductions</u> took place.	<u>No Action Necessary</u>				
2.	<u>Reviewed & Approved</u> the 01/11/18 Youth Committee Meeting Minutes.	<u>Motion to Approve:</u> Richard Palazzo <u>Second:</u> Susan Hartzler <u>Vote:</u> Approved Unanimously except for an abstention by Joyce McClellan.				
3.	<p><u>Presentation</u> 5 Minute Member Spotlight was presented by Melinda Lucas, Vocational Rehabilitation Counselor for the Oklahoma Department of Rehabilitation Services.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Action Steps</th> <th style="width: 50%; padding: 5px;">Accountability</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. Provide follow up documents/information to Board Staff to be distributed to the full Committee.</td> <td style="padding: 5px;">Melida Lucas/Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	1. Provide follow up documents/information to Board Staff to be distributed to the full Committee.	Melida Lucas/Julie Sorrels	<u>No Action Necessary</u>
Action Steps	Accountability					
1. Provide follow up documents/information to Board Staff to be distributed to the full Committee.	Melida Lucas/Julie Sorrels					
4.	Discussion of the Program Year 2017 Tulsa Area Workforce Development Board Budget, Revision 2 was facilitated by the Workforce Tulsa Executive Director, Shelley Cadamy.	<u>No Action Necessary</u>				
5.	<p><u>Discussion</u> took place regarding Strategy Development as facilitated by the Chair and Workforce Tulsa Manager of Youth Services, Cherie Stierwalt. Sub-Committees were developed.</p> <ul style="list-style-type: none"> • Identifying industry needs 	<u>No Action Necessary</u>				

- Amy Spencer
- Joyce McClellan
- Kuma Roberts
- Identify pipeline & guide full committee on early warning systems and student reengagement
 - Joy Stokes, Melinda Lucas, Susan Hartzler, Richard Palazzo, Margaret Coates

Workforce Tulsa is available to give presentations to students. Area schools could identify students that could benefit from Workforce Tulsa services, and pull together a group of them for those presentations.

An area of development that Cherie Stierwalt proposed is recruitment.

Action Steps	Accountability
2. Request Committee representative for Youth Services of Tulsa.	Shelley Cadamy
3. Develop plan for Workforce Tulsa to host a student reengagement center to propose to the full committee.	Subcommittee: Joy Stokes, Melinda Lucas, Susan Hartzler, Richard Palazzo, Margaret Coates
4. Develop an employer referral form/informational flyer.	Dominique Clarke & Shelley Cadamy
5. Email Youth Participant document prepared by the Service Provider.	Cherie Stierwalt
6. Identify potential participants for recruitment.	Subcommittee: Joy Stokes, Melinda Lucas, Susan Hartzler, Richard Palazzo, Margaret Coates

6.	Compliance: None	No Action Necessary
7.	Success Story for Mariah Bustamonte was presented by Scott Obomanu, Workforce Tulsa Career Navigator.	No Action Necessary
8.	Youth Outreach and Activities Update was presented by Amber Knaack, Workforce Tulsa Program Manager, and Scott Obomanu.	No Action Necessary

9.	<u>Chair Update:</u> None	<u>No Action Necessary</u>
10.	<u>Manager of Youth Strategy Report</u> and the One-Stop Operator Report were presented by Cherie Stierwalt as contained in the meeting packet.	<u>No Action Necessary</u>
11.	<u>New Business:</u> None	<u>No Action Necessary</u>
12.	<u>Old Business:</u> None	<u>No Action Necessary</u>
13.	<u>Discussion:</u> Round Table Review did not take place.	<u>No Action Necessary</u>
14.	<u>Adjourn:</u> The meeting was adjourned at 10:14 a.m.	<u>Motion to Adjourn:</u> Richard Palazzo <u>Second:</u> Amy Spencer <u>Vote:</u> Approved by Unanimous Vote

Chairman Signature: _____

 Date: 5/3/18

