

**11/03/2016**

## Tulsa Area Workforce Development Board Youth Committee Minutes

8:31 a.m.	<i>Joyce McClellan, Youth Committee Chair, called the meeting to order.</i>
-----------	---

### ATTENDEES

**Attending Youth Council Members:** Susan Hartzler, Melinda Lucas, Joyce McClellan, Richard Palazzo, Rue Ramsey, Kuma Roberts, Geoffrey Wilbur

**Board Intern:** Keith Lewis

**Absent Members:** Stephanie Cameron, Jennifer Ferre, William (Scott) Ferris, Josh George, Theresa Radford, Maryann Simpson, Shannon Turner

**Board Staff:** Shelley Cadamy, Julie Sorrels

**Guests:** Kyle Smith, Amber Knaack, Scott Obomanu, Jennifer Conger

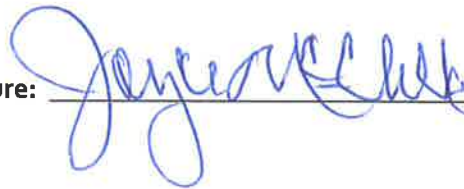
Item	Description / Discussion	Action				
1.	<b><u>Introductions</u></b> took place.	<b><u>No Action Necessary</u></b>				
2.	<p><b><u>Presentation</u></b> of the 5 Minute Committee Member Spotlight was presented by Geoffrey Wilbur with the aid of a PowerPoint Presentation and handouts.</p> <table border="1" 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. List Agenda Item Presentation Spotlight to feature the Workforce Tulsa Youth Team.</td> <td style="padding: 5px;">Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	1. List Agenda Item Presentation Spotlight to feature the Workforce Tulsa Youth Team.	Julie Sorrels	<b><u>No Action Necessary</u></b>
Action Steps	Accountability					
1. List Agenda Item Presentation Spotlight to feature the Workforce Tulsa Youth Team.	Julie Sorrels					
3.	<b><u>Reviewed &amp; Approved</u></b> the 10/06/16 Youth Committee Meeting Minutes.	<p><b><u>Motion: to Approve:</u></b> Kuma Roberts</p> <p><b><u>Second:</u></b> Geoffrey Wilbur</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>				
4.	<p><b><u>Reviewed &amp; Approved</u></b> the Youth Incentive Policy as contained in the packet as presented by Workforce Tulsa Executive Director, Shelley Cadamy, with the following changes on page 6 of the policy, section V(B)(2):</p> <ul style="list-style-type: none"> <li>• "i. <del>Attainment of General Education Development (GED) diploma ...</del>" will be replaced with "i. Successful completion</li> </ul>	<p><b><u>Motion: to Approve:</u></b> Geoffrey Wilbur</p> <p><b><u>Second:</u></b> Kuma Roberts</p> <p><b><u>Vote:</u></b> Approved by Unanimous Vote</p>				

	<p>of a High School Equivalency Exam during program participation or follow-up- \$100.00”</p> <ul style="list-style-type: none"> <li>iii. Obtaining postsecondary degree, license, or credential during participation or follow-up- will go up from <del>\$75.00</del> to \$100.00.</li> </ul> <p>Shelley Cadamy provided a handout in which stipends &amp; bonuses are itemized for Program Years 2015 and 2016 that had been emailed to the committee prior to the meeting.</p>					
5.	<b>Tabled</b> the Youth Summer Employment Program Policy	<p><b>Motion: to Table:</b> Susan Hartzler  <b>Second:</b> Rue Ramsey  <b>Vote:</b> Approved by Unanimous Vote</p>				
6.	<p><b>Reviewed &amp; Approved</b> the Objective Assessment and Individual Service Strategy Policy as presented by Shelley Cadamy with the following changes on page 3 of the Youth Program Participant Self-Assessment (YPSA):</p> <ul style="list-style-type: none"> <li>Remove heading, <del>Economic Hurdles</del>.</li> <li>Instead of “(Please check the box that relates to you),” the instructions at the top of the page will read: “(Please check each box that relates to you.)”</li> </ul>	<p><b>Motion: to Approve:</b> Richard Pilazzo  <b>Second:</b> Rue Ramsey  <b>Vote:</b> Tabled by Unanimous Vote</p>				
7.	<b>Tabled</b> review and approval of the Youth Summer Employment Program Policy pending additional research.	<p><b>Motion: to Table:</b> Melinda Lucas  <b>Second:</b> Kuma Roberts  <b>Vote:</b> Tabled by Unanimous Vote</p>				
8.	<b>Discussion</b> regarding serving runaways was facilitated by Shelley Cadamy.	<b>No Action Necessary</b>				
9.	<p><b>Discussion</b> regarding Winter Work Experience Program was facilitated by Workforce Tulsa Youth Business and Career Services Manager, Amber Knaack, who reported that all Youth participants who were enrolled prior to November 4<sup>th</sup> are can take part in the program if they hit the required milestones. Companies considered as employers for the program will be vetted based on the Youth participant’s career interests/goals, the main ones of which are:</p> <ul style="list-style-type: none"> <li>Warehouse</li> <li>Information Technology</li> <li>Health Care</li> <li>Veterinary Medicine</li> </ul> <p>The potential start date for the work experience portion of the program is the first week of February 2017.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>2. Reach out to Susan Hartzler for preliminary planning of the Winter</td> <td>Sarah Thompson</td> </tr> </tbody> </table>	Action Steps	Accountability	2. Reach out to Susan Hartzler for preliminary planning of the Winter	Sarah Thompson	<b>No Action Necessary</b>
Action Steps	Accountability					
2. Reach out to Susan Hartzler for preliminary planning of the Winter	Sarah Thompson					

	Work Experience Program academic enrichment & work readiness portions prior to determining the actual dates.								
10.	<p><b>Discussion</b> of Mentorship Program best practices as facilitated by the Joyce McClellan took place. Shelley Cadamy advised that Board staff will bring best practices regarding mentorship to the committee by Spring, 2017 after which a small pilot program can be created.</p> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>3. Provide mentorship best practices to the Committee for further discussion by spring, 2017.</td> <td>Sarah Thompson</td> </tr> </tbody> </table>	Action Steps	Accountability	3. Provide mentorship best practices to the Committee for further discussion by spring, 2017.	Sarah Thompson		<b><u>No Action Necessary</u></b>		
Action Steps	Accountability								
3. Provide mentorship best practices to the Committee for further discussion by spring, 2017.	Sarah Thompson								
11.	<p><b>Discussion</b> 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> <table border="1"> <thead> <tr> <th>Action Steps</th> <th>Accountability</th> </tr> </thead> <tbody> <tr> <td>4. Send an email to Rue Ramsey regarding a data sharing agreement/MOU between Workforce Tulsa and Tulsa Public Schools.</td> <td>Shelley Cadamy</td> </tr> <tr> <td>5. Update on January Agenda.</td> <td>Julie Sorrels</td> </tr> </tbody> </table>	Action Steps	Accountability	4. Send an email to Rue Ramsey regarding a data sharing agreement/MOU between Workforce Tulsa and Tulsa Public Schools.	Shelley Cadamy	5. Update on January Agenda.	Julie Sorrels		<b><u>No Action Necessary</u></b>
Action Steps	Accountability								
4. Send an email to Rue Ramsey regarding a data sharing agreement/MOU between Workforce Tulsa and Tulsa Public Schools.	Shelley Cadamy								
5. Update on January Agenda.	Julie Sorrels								
12.	<p><b>Client Success Story</b> featuring Jerome Clestine was presented by his Workforce Tulsa Youth Career Manager, Jennifer Conger. Amber Knaack encouraged the Committee to read the client success story featuring Cody Floyd as contained in the meeting packet.</p>		<b><u>No Action Necessary</u></b>						
13.	<p><b>Youth Outreach and Activities Update</b> was presented by Amber Knaack. The update included information about:</p> <ul style="list-style-type: none"> <li>• Main Focus: Outreach &amp; Enrollment with 7 new enrollments within October, 2016</li> <li>• Youth Services of Tulsa partner referrals</li> <li>• First engagement event at Margaret Hudson on November 25, 2016</li> </ul>		<b><u>No Action Necessary</u></b>						

14.	<b>One-Stop Operator Report</b> was presented by Workforce Tulsa Program Interim Director, Kyle Smith. September 2016 Metrics were included in the meeting packet.	<b><u>No Action Necessary</u></b>
15.	<b>Chair Update:</b> Chair update was covered in agenda discussion items.	<b><u>No Action Necessary</u></b>
16.	<p><b>Manager of Youth Strategy Report:</b> In the absence of the Workforce Tulsa Manager of Youth Services, Sarah Thompson, Shelley Cadamy presented the Manager of Youth Strategy Report.</p> <ul style="list-style-type: none"> <li>• Welcome Kyle Smith as Interim Program Director</li> <li>• Youth Team attending Youth Committee Meetings</li> <li>• Board Staff regularly meeting with Service Provider Management</li> <li>• Enrollment: more strategic</li> <li>• More directive approach with Service Provider</li> </ul>	<b><u>No Action Necessary</u></b>
17.	<b>New Business:</b> None	<b><u>No Action Necessary</u></b>
18.	<b>Old Business:</b> None	<b><u>No Action Necessary</u></b>
19.	<b>Discussion:</b> Round Table covered during agenda discussion.	<b><u>No Action Necessary</u></b>
20.	<b>Adjourn:</b> The meeting was adjourned at 10:07 a.m.	<p><b><u>Motion to Adjourn:</u></b> Geoffrey Wilbur  <b><u>Second:</u></b> Rue Ramsey  <b><u>Vote:</u></b> Approved by Unanimous Vote</p>

Chairman Signature: \_\_\_\_\_

 Date: 3/2/17