

## TASK 1. Workplace Skills Standards

**Decision:** The top three elements (Essentials, Proficiency and Distinction) of the Workplace Skills Standards will be added to the Youth Policies & Procedures Manual, for approval by the YIC June 27, 2006, meeting. In the longer run, these standards should *replace* skills attainment standards rather than add to them.

**Essentials:** All participants should achieve Essential standards and earn local certification.

**Proficiency:** All participants should strive to achieve Proficiency standards, and potentially earn national certification.

**Distinction:** All participants should have an opportunity to strive to achieve Distinction standards.

**Action:** T. Valencia will update the Youth Policies & Procedures Manual with the three Workplace Skills Standards by Wednesday, May 24.

**Decision:** Add Youth Development Model to the Youth Policies & Procedures Manual.

**Action:** P. Smith will update the Youth Policies & Procedures Manual, adding the Youth Development Model, by Wednesday, May 24.

## TASK 2. Provider Standards

**Decision:** PEPNet Standards will be used for self-assessment:

- For Providers, all four categories of standards will apply to “programs”) and
- For the City of Phoenix Workforce Connection Youth Programs only category 1, Managing for Quality, will apply, adapted to “system,” rather than “program”.

*Note:* PEPNet has available free on-line tools for self-assessment.

**Decision:** Based on the self-assessments, the City and Providers will identify and adopt annual program improvement goals, and manage toward achieving those goals.

*Note:* PEPNet has available a free on-line tool for goal-setting and management.

**Decision:** The YIC’s fall retreat will focus on the system’s self-assessment, goal-setting and role clarity

**Action:** P. Smith will adapt category1 standards to reflect application to the “system” by Wednesday, May 31.

## **TASK 2. Provider Standards (Cont.)**

*Action:* T. Valencia will add all four categories of standards to the Youth Policies & Procedures Manual by Wednesday, May 31.

## **TASK 4. Client Resource Map**

*Decision:* Start date for this task should be delayed until August 1, 2006, at which time the project leader should review and revise the subtasks and set realistic target dates. See *Implementation Action Plan*, Ver. 2.1, May 19, 2006, pages 6 and 7.

*Action:* A new step with start and completion dates was added to the *Implementation Action Plan*. No further action needed at this time.

## **TASK 5. Develop Capacity for Youth Caseworker Training**

*Decision:* Establish annual training needs assessment starting in December 2006. Establish quarterly training calendar (already in place), categorized by basic, intermediate and advanced (as defined in *Implementation Action Plan*).

*Action:* Updated *Implementation Action Plan*, Ver. 2.1, May 19, 2006, pages 8 and 9. No further action required.

## **TASK 7. Status of Youth Report**

*Decision:* Start date should be delayed until November 1, 2006, and end date should be targeted to March 31, 2007, in time to contribute to budget discussions for Fiscal Year 2007-2008. See *Implementation Action Plan*, Ver. 2.1, May 19, 2006, pages 11 and 12.

*Action:* Start and completion dates were updated in the *Implementation Action Plan*. No further action needed at this time.

## **TASK 10. Organize Employers**

*Decision:* Since the City has recently hired a business development position, a new project manager for this task should be assigned: J. Buschbacher.

*Decision:* Added new outcome to the Implementation Action Plan: "Increased training and work experience in each of the High-Demand Clusters."

## **TASK 10. Organize Employers (Cont.)**

*Decision:* Accelerate inclusion of youth providers in One-Stop management meetings, and for including youth providers in Cluster Team meetings for one High-Demand Industry (Health Care).

*Decision:* Establish a more realistic schedule for expanding the Cluster Team meetings to other High-Demand Industries: one new High Demand Industry per quarter, starting January 1, 2007.

*Action:* Revised language and updated start and completion dates in the *Implementation Action Plan*.

*Action:* Goodwill named G. Holmes to participate in Health Care Cluster Team Meetings. ACYR and the Aspire Group are encouraged to name representatives as well.

