**YOUTH OVERSIGHT COMMITTEE**

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| **FEBRUARY 8, 2017** | **8:15 A.M.** | **WFDB CONFERENCE ROOM** |

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| **PRESENT:** | A. Hendrix, S. Kittel, V. Zeppelin |
| **EXCUSED:** | I. Burbank, S. Peake |
| **STAFF:**  | J. Mattick, C. Weems |

**CALL TO ORDER**

 Ms. Hendrix called the meeting to order at 8:17 a.m.

**APPROVAL OF MINUTES**

 Minutes from the January 11 meeting were unavailable. They will be reviewed at the March 8 meeting.

**SYEP RFP REVIEW**

 The Executive Committee has approved the release of the RFP. Ms. Mattick presented the 2017 RFP for final review by the committee. The following decisions were made:

* Keep the “Innovative Design Wavier” paragraph on page three.
* Insert a small narrative section to section IV on page fourteen, “If you are proposing an innovative practice approach to reach (target population language) please attach a one-page summary including project plan, outreach methods, and budget.
* Insert a narrative section about the technical assistance sessions that will be held; dates to be included.

All changes were approved by members present. Ms. Mattick will do a final review of the formatting and attachments prior to releasing the RFP. Ms. Weems will make an announcement about the release of the RFP later this week during the YERT meeting on February 8.

**YOUTH EMPLOYMENT STUDY REVIEW**

 Ms. Weems presented the proposal document for the Youth Employment Study to the board members. There was discussion specifically around how the target audience is defined and what the scope of the study is. Suggestions for improvements were made by several board members. Updates will be made and brought back to the committee.

**SUMMER YOUTH EMPLOYMENT BRAINSTORMING SESSION UPDATE**

 Ms. Hendrix proposed that the notes from the brainstorming session be reviewed in detail at the March 8 meeting. The goal of this review is to select strategies or suggestions that are within the wheel house of the committee to address.

 Ms. Hendrix mentioned that several program providers had requested information sessions regarding how youth employment may affect the benefits the family receives. The possibility of requiring RFP applicants to participate in a training on youth employment and benefits was proposed by Ms. Kittel. It was asked that the topic be placed on a future agenda for further discussion.

**ADJOURNMENT**

 The meeting adjourned at 10:13 a.m. The next meeting is scheduled for Wednesday, March 8, 2017 at 8:15 a.m. in Workforce Development Board Conference Room.